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ABSTRACT

This four-part report provides and analyzes quantitative and qualitative data about the Cuesta College Library. Part I presents enrollment trends for full- and part-time students, full- and part-time faculty numbers for 1981 through 1984, a profile of the learning resources budget, and inventories of instructional stations, learning materials, and equipment. Part II contains a learning resources personnel profile by job title, a summary of library holdings by discipline and imprint date, instruments for faculty and student evaluations of the library, and a profile of the Learning Resources Program. The program profile includes statements of educational philosophy and program goals and objectives; a list of informational materials distributed by the program; descriptions of activities for students, for faculty, and for inservice training; a list of community and other resources provided; and a checklist of specific services provided. Part III presents and analyzes additional data on collection size, space requirements, staffing, equipment for distribution, and faculty and student evaluations of services. Evaluation results for the Cuesta College Library are rated according to American Library Association standards. Finally, part IV presents a narrative description of the Learning Resources Program by the Accreditation Sub-Committee. Appendices include charts of college and library organization, job descriptions, and qualitative evaluation charts showing means and confidence intervals. (AYC)

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CUESTA COLLEGE LIBRARY
ASSESSMENT SYSTEM

EVALUATION REPORT

JC 850 183

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March 1, 1985

Mary Lou Wilhelm

Completed in cooperation with the College's Tenth Year Accreditation Committee. Report is based upon The Assessment System by Robert J. Simas and prepared as a model project for the Learning Resources Association of the California Community Colleges, P.O. Box 246, Suisun City, CA 94585.

CONTENTS

		Page
Part I:	Data Collection - Quantitative	
	Student Profile	1
	Faculty Profile	2
	Budget Profile	3
	Inventory of Instructional Stations	6
	Inventory of Learning Materials	7
	Inventory of Equipment	9
Part II:	Data Collection - Qualitative	
	Personnel Profile	11
	Holdings by Imprint Date, Summary	12
	Biology	14
	Business Education	16
	Engineering & Technology	20
	Fine Arts	25
	Human Development	27
	Language Arts	30
	Nursing & Allied Health	35
	Physical Education	39
	Physical Sciences & Mathematics	41
	Social Sciences	43
	Faculty Evaluation of Instructional Support	48
	Student Evaluation of Instructional Support	49
	Learning Resources Program Profile	51
	Statement of Educational Philosophy	53
	Learning Resource Program Goals & Objectives	54
	Informational Materials Distribution	55
	Activities Provided for Students	57
	Activities Provided for Faculty	58
	Other Resources Provided for Faculty & Students	59
Part III:	Data Analysis	
	Collection Size Standard	61
	Collection Size Profile	62
	Space Requirements Standard	63
	Space Requirements Profile	64
	Staffing Requirements Standard	65
	Staffing Requirements Profile	66
	Equipment for Distribution Standard	67
	Equipment for Distribution Profile	68
	Faculty Evaluation	69
	Student Evaluation	73
Part IV:	Accreditation Sub-Committee Description of the Learning Resources Program	76

CONTENTS continued...

	Page
Appendices	
College Organization Chart	99
Library Organization Chart	100
Job Descriptions	101
Qualitative Evaluation Charts showing Means and Confidence Intervals	117

PART I:

Data Collection — Quantitative

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TO:

FROM:

RE: Student Profile

IMPORTANT! Please return by:

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information could be supplied by the date indicated.

ENROLLMENT FIGURES	Past Years			Current Year
	5	3	1	
Fulltime Students	1,798	2,410	2,182	2,183
Parttime Students	3,250	3,643	3,375	3,265
Total Enrollment	5,048	6,053	5,557	5,445
Average WSCH* for Fullterm Credit Classes	53,973	66,708	59,835	61,224

*WSCH = Weekly Student Contact Hours, i.e., number of class hours (50 minute periods) per week during which students are assembled for instruction summed across all classes taught by the institution.

Thank you for helping us!

TO: *ELAINE STADE*

FROM: *MARGE FAUVER*

RE: Faculty Profile

IMPORTANT!
Please return
by: *10/17/84*

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information could be supplied by the date indicated.

NUMBER OF FACULTY	Past Years			Current Year
	1981	1982	1983	1984
Fulltime	89	89	86	88
Parttime	114	118	111	117
Total	203	207	197	205

Thank you for helping us!

TO:

FROM:

IMPORTANT! Please return by:

RE: Learning Resources Budget Profile

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information could be supplied by the date indicated. Show *actual* amounts in thousands of dollars, rounding off to the nearest tenth (e.g., $850 = 0.9).

BUDGET ITEMS	Past Years				*Current Year*
	10	*5*	*3*	*1*	
1. New Equipment					
a. Library					
b. Audiovisual					.8
c. *Total*	*4.2*	*.6*	*1.2*	*2.4*	
d.					
2. Equipment Repair					
a. Library					
b. Audiovisual					
c.					
d.					
3. Equipment Replacement					
a. Library					
b. Audiovisual					1.6
c. *Total*	*2.1*	*0*	*0*	*0*	*1.6*
d.					
4. Service Contracts					
a. Library					
b. Audiovisual					
c.					
d.					

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BUDGET ITEMS	Past Years				Current Year
	10	5	3	1	
5. Film Rental	10	2.8	5	5.9	6
6. Materials Purchased					
a. Film	0	0	0	0	0
b. Other AV Materials	1.2	1	.8	1	3.5
c. Books	17.7	6.6	13.6	7.2	7
d. Periodicals	7.6	4.7	3.9	4.6	7.95
e. Microforms	3.7	1.4	2.6	2.1	3.6
f. Computer software	0	0	0	0	0
7. Binding	0	0	0	0	0
8. Supplies					
a. Library	5.7	2.9	3	.9	2.8
b. Audiovisual *Production*	3	1.8	5.9	2.3	2.5
c. *AV Repair*	3	7.1	6.9	4.9	5.6
d. *Office*	.8	1.2	.5	1.4	1.0
9. Building Improvement	0	0	0	0	0
10. Reprographics					
a. Equipment					
b. ~~Supplies~~ *Printing*	.3	0	.1	.4	0
11. Instructional Development	.8	.5	.5	0	0
12. ~~Other Related AV Services~~					
a. ~~Career Information~~					
b. ~~Tutoring~~					
c. ~~Handicapped~~					
d. ~~Re-entry~~					
e. ~~Testing Center~~					

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BUDGET ITEMS	Past Years 10	5	3	1	Current Year
f. ~~Learning Assistance (Remedial or developmental)~~					
g. ~~Subject-matter instructional labs (only those administered by LR)~~					
h.					
i.					
13. ~~Community Services~~ *Fines* Funds Received	.5	2.8	4.4	3.5	
14. ~~Federal~~ Funds Received (specify by grant name & number)					
a. *Private Grants*				10	10
b. *Voc. Ed.*			3	2	5.5
c. *HEA IIA*	4.2	4	1.2	.9	0
d. *CHLIC*			2		
15. TOTAL LR Program Budget	64.3	34.6	50.2	46	58.45
16. TOTAL Institutional Budget	7,024.1	8,305.9	10,070.3	10,557.2	10,587
Total Library Budget	196.1	266.3	307.1	321.3	330.15
% of Total Institutional Budget	2.79%	3.21%	3.05%	3.04%	3.1%

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TO:

FROM:

IMPORTANT! Please return by:

RE: Inventory of Instructional Stations

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information could be supplied by the date indicated.

TYPE OF INSTRUCTIONAL STATION	Number
1. Teaching (classrooms, labs, etc.)	
a. Total number on campus	149
b. Number which can be darkened	149
c. Number with projection screens in place	140
d. Number with closed-circuit TV outlets	53
e. Number with computer terminals or outlets	1
2. Student (desks, seats, booths, etc.)	
a. Located within the library	322
b. Located within other areas of the Learning Resources Program (Vats)	
3. Square footage allocated to the LR Program	
a. Print materials and services (Rooms _____)	18,000
b. AV materials and services (Rooms _____)	9,219
c. Related instructional services (Rooms _____)	

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TO:

FROM:

IMPORTANT! Please return by:

RE: Inventory of Learning Materials

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information could be supplied by the date indicated. Use the "Learning Materials Unit" (LMU) as the basic unit of measure. (The LMU is a "self-contained body of information" and is illustrated for each type of material.)

Type of Learning Material	No. of LMUs
1. Books: One bound book or any number of microforms required to complete one title	*41,292*
2. Periodicals (back issues): Any number of bound vols. or microforms which equal 1 year's subscription	*977*
3. Current Periodicals: Each title on current periodical list	*302*
4. Pamphlets, Govt. documents or reports: one title (whether paper or microform)	*5,781*
TOTAL PRINT	*48,352*
5. Audiovisual materials	
a. 16mm films*	*11*
b. 8mm filmloops*	*42*
c. 35mm filmstrip*	*28*
d. 2 x 2 inch slide sets*	*7*
e. Overhead transparency sets* (count only those in Resource Center)	*5*
f. Art prints*	*0*
g. Single Record**	*0*
h. Record Album**	*0*
i. Video tape/cassette**	*87*

*If one set is cataloged or accessioned as one item, count it as one LMU.

**Treat large tape sets (e.g., short and or foreign language courses) as you would an encyclopedia, that is, each tape counts as one LMU.

Type of Learning Material	No. of LMUs
j. Audio tape/cassette**	1,034
k. Multimedia kits (e.g., 1 filmstrip w/cassette; 1 tray of slides w/cassette; 1 collection of rocks, a study guide and audio cassette; 2 tapes w/study guide or programmed material)*	152
l. Simulation games (each title)	5
m. Individual 2 x 2 inch slides (80 slides = 1 LMU)	0
n. Misc. (globes, maps, charts, etc.)	1,027
TOTAL NON-PRINT	2,403
GRAND TOTAL	50,755

*If one set is cataloged or accessioned as one item, count it as one LMU.

**Treat large tape sets (e.g., shorthand or foreign language courses) as you would an encyclopedia, that is, each tape counts as one LMU.

Thank you for helping us!

TO:

FROM:

IMPORTANT!
Please return by:

RE: Inventory of Equipment

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information could be supplied by the date indicated.

Type	Number Media S.	Number Library	Number Campus
1. Audio			
a. Record Players	3	0	11
b. Tape recorders and/or playback	20	6	15
c. Listening station (earphone only)	0	0	89
d.			
2. Video			
a. Monitors (closed circuit)	3	0	31
b. Receivers	5	17	2
c. Playback /Recorders	9	10	10
3. Projection			
a. 16mm	4	0	29
b. 8mm and super 8mm	1	2	0
c. Filmstrip (silent and sound)	10	5	25
d. Slide (silent and sound)	7	5	30
e. Overhead	5	0	54
f. Opaque	4	1	5
g.			

Type	Number Media S.	Number Library	Number Campus
4. Microform			
a. Readers	0	3	0
b. Readers/Printers	0	2	0
5. Computer			
a. Remote terminals-CRT	0	0	23
b. Remote terminals-hardcopy	0	0	1
c. Microcomputers-basic system (controller, drive, monitor, etc.)	0	2	33
d. Microcomputers-printers	0	1	16
e. Plotter	0	0	1

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PART II:

Data Collection — Qualitative

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TO:

FROM:

IMPORTANT! Please return by:

RE: Learning Resources Personnel Profile

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information concerning the personnel within your specific area of responsibility could be supplied by the date indicated. Identify the type of each position by checking the appropriate box in front of each job title.

Certificated	Classified	Student Help	Job Title	Number of Positions*	Number of Individuals
X			Director of Library Services	1	1
X			Librarian	2.6	4
	X		Electronic Maintenance Technician	2	2
	X		Media Production Specialist	1	1
	X		Library Clerk II	3.5	4
	X		Library Clerk I	3	3
		X	Circulation/Shelving Assistant	1.55	6
		X	Technical Services Assitant	.33	1
		X	Media Services Assistant	.7	3

*40 hours/week = 1 fulltime position. Round off to nearest tenth (e.g., 60 hours/week = 1.5 positions, which may actually be divided among 5 student workers).

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CUESTA COLLEGE LIBRARY HOLDINGS BY IMPRINT DATE: SUMMARY

AS OF OCTOBER 15, 1984

ITEMS / YEAR / DIVISION	PRINT LMUs					
	CURRENT YEAR 1984---1985	1 TO 3 YEARS 1981---1983	4 TO 10 YEARS 1974---1980	11 TO 20 YEARS 1964---1973	MORE THAN 20 ---1963	TOTAL
1. BIOLOGICAL SCIENCES	29 (0.07)	166 (0.43)	704 (1.80)	839 (2.15)	685 (1.75)	2423 (6.20)
2. BUSINESS EDUCATION	59 (0.15)	270 (0.69)	833 (2.13)	716 (1.83)	274 (0.70)	2152 (5.50)
3. ENGINEERING & TECHNOLOGY	57 (0.15)	212 (0.54)	1188 (3.04)	1083 (2.77)	476 (1.22)	3016 (7.72)
4. FINE ARTS	19 (0.05)	99 (0.25)	744 (1.90)	1175 (3.01)	934 (2.39)	2971 (7.60)
5. HUMAN DEVELOPMENT	43 (0.11)	268 (0.69)	1382 (3.53)	1323 (3.38)	479 (1.22)	3495 (8.93)
6. LANGUAGE ARTS	10 (0.03)	182 (0.47)	1257 (3.22)	3371 (8.62)	4317 (11.04)	9137 (23.38)
7. NURSING & ALLIED HEALTH	40 (0.10)	458 (1.17)	1055 (2.70)	509 (1.30)	168 (0.43)	2230 (5.70)
8. PHYSICAL EDUCATION	8 (0.02)	51 (0.13)	278 (0.71)	161 (0.41)	178 (0.45)	676 (1.72)
9. PHYSICAL SCIENCES & MATHEMATICS	22 (0.06)	146 (0.37)	447 (1.14)	838 (2.14)	1220 (3.12)	2673 (6.83)
10. SOCIAL SCIENCES	67 (0.17)	457 (1.19)	2043 (5.22)	3932 (10.05)	3828 (9.79)	10337 (26.42)
TOTAL ( ) % OF THE TOTAL COLLECTION	354 (0.91)	2319 (5.93)	9931 (25.39)	13947 (35.66)	12559 (32.11)	39110 (100.00)

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CUESTA COLLEGE LIBRARY HOLDINGS BY IMPRINT DATE: SUMMARY

AS OF OCTOBER 15, 1984

ITEMS / YEAR / DIVISION	NON-PRINT LMUs					
	CURREST YEAR 1984---1985	1 TO 3 YEARS 1981---1983	4 TO 10 YEARS 1974---1980	11 TO 20 YEARS 1964---1973	MORE THAN 20 ---1963	TOTAL
1. BIOLOGICAL SCIENCES	1 (0.14)	6 (0.85)	15 (2.14)	11 (1.57)	0 (0.00)	33 (4.70)
2. BUSINESS EDUCATION	0 (0.00)	5 (0.71)	33 (4.70)	4 (0.57)	0 (0.00)	42 (5.98)
3. ENGINEERING & TECHNOLOGY	0 (0.00)	0 (0.00)	32 (4.56)	43 (6.13)	2 (0.29)	77 (10.98)
4. FINE ARTS	0 (0.00)	7 (1.00)	72 (10.26)	66 (9.40)	14 (1.99)	159 (22.65)
5. HUMAN DEVELOPMENT	0 (0.00)	4 (0.57)	34 (4.84)	92 (13.11)	2 (0.28)	132 (18.80)
6. LANGUAGE ARTS	0 (0.00)	0 (0.00)	98 (13.96)	62 (8.83)	8 (1.14)	168 (23.93)
7. NURSING & ALLIED HEALTH	0 (0.00)	3 (0.43)	21 (2.99)	6 (0.85)	0 (0.00)	30 (4.27)
8. PHYSICAL EDUCATION	0 (0.00)	0 (0.00)	3 (0.43)	0 (0.00)	0 (0.00)	3 (0.43)
9. PHYSICAL SCIENCES & MATHEMATICS	0 (0.00)	0 (0.00)	6 (0.85)	3 (0.43)	0 (0.00)	9 (1.28)
10. SOCIAL SCIENCES	0 (0.00)	3 (0.43)	25 (3.56)	19 (2.71)	2 (0.28)	49 (6.98)
TOTAL ( ) % OF THE TOTAL COLLECTION	1 (0.14)	28 (3.99)	339 (48.29)	306 (43.60)	28 (3.98)	702 (100.00

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HOLDINGS IN Biological Sciences (NC. 1)

AS OF October 15, 1984

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURREN 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. BIOLOGY QH	7	36	113	213	181	550	550	0	5	10	1	0	16	16
2. BOTANY							550							9
1) AGRICULTURE S1-675	0	3	22	23	26	74		0	0	0	0	0	0	
2) BOTANY QK	2	7	71	108	87	275		0	0	1	0	0	1	
3) FORESTRY SD	0	4	10	13	8	35		0	0	0	0	0	0	
4) PLANT CULTURE & HORTICULTURE SB	2	8	55	55	46	166		0	0	0	8	0	8	
3. CONSERVATION							32							
1) CONSERVATION S900-964	3	1	8	11	2	25		0	0	0	0	0	0	
2) ENERGY CONSERVATION TJ163	0	8	49	1	0	58		0	0	0	0	0	0	
3) ENVIRONMENTAL TECHNOLOGY TD (EXCEPT TD430, 741-812)	3	14	34	36	5	112		0	1	0	1	0	2	
TOTAL														
%														
% OF THE WHOLE COLLECTION												24		

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HOLDINGS IN Biological Sciences (NO. 2)

AS OF

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
4) OCEANOGRAPHY GC	3	3	14	45	17	82		0	0	0	0	0	0	
5) WILDLIFE SK	2	3	6	16	25	52		0	0	0	0	0	0	
4. MICROBIOLOGY QR														
	1	3	12	25	10	51	51	0	0	0	0	0	0	0
5. ZOOLOGY														
1) ANATOMY QM							943							6
2) ANIM. CULTURE SF	0	5	8	9	4	26		1	0	0	0	0	1	
3) FISHERIES SH	1	1	26	17	38	83		0	0	0	0	0	0	
4) PHYSIOLOGY QP	0	2	25	14	12	53		0	0	0	0	0	0	
5) ZOOLOGY QL	2	30	81	63	28	204		0	0	2	0	0	2	
	3	38	150	190	196	577		0	0	2	1	0	3	
TOTAL	29	166	704	839	685	X	2423	1	6	15	11	0	X	33
%	1.20	6.85	29.05	34.63	28.27	X	100	3.03	18.18	45.46	33.33	0	X	100
% OF THE WHOLE COLLECTION	0.07	0.43	1.80	2.15	1.75	X	6.20	0.14	0.85	2.14	1.57	0	X	4.70

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HOLDINGS IN Business Education (NO. /)

AS OF October 15, 1984

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. BANKING & FINANCE							207							1
1) FINANCE HF5550-	0	0	2	3	1	6		0	0	0	0	0	0	
5559														
2) MONEY & INSURANCE	2	22	68	44	25	161		0	0	1	0	0	1	
HG1-4513, 8011-9970														
3) PUBLIC FINANCE HJ	1	3	15	14	7	40		0	0	0	0	0	0	
2. BUSINESS ADMINISTRATION							46							0
1) ACCOUNTING HF5601-	0	4	9	14	4	31		0	0	0	0	0	0	
5689														
2) BUSINESS LAW KF888-	0	5	3	6	1	15		0	0	0	0	0	0	
889, KF2005, KFC														
225														
3. DATA PROCESSING							95							2
1) DATA PROCESSING	13	36	35	4	1	89		0	1	1	0	0	2	
QA76														
TOTAL						X							X	
%						X	X						X	X
% OF THE WHOLE COLLECTION 27						X					28		X	2

HOLDINGS IN Business Education (NO. 2)

AS OF

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
2) ELECTRONIC DATA PROCESSING HF5548-2	0	2	3	1	0	6		0	0	0	0	0	0	
4. DISTRIBUTIVE EDUCATION HD69.S6, HF1-5414 (EXCEPT HF5381), HF 5415-5476, HF5803- 6201	13	46	101	41	32	233	233	0	2	5	1	0	8	8
5. ECONOMICS							1050							3
1) ECONOMIC HISTORY HC	4	23	70	166	66	329		0	0	0	1	0	1	
2) ECONOMIC HISTORY HD82-216, HD1411-2069, HD2341-9998	18	54	287	162	48	569		0	0	0	0	0	0	
3) ECONOMIC THEORY HB	1	6	38	64	43	152		0	0	2	0	0	2	
TOTAL						X							X	
%						X							X	
% OF THE WHOLE COLLECTION						X					30		X	

HOLDINGS IN Business Education (NO. 3)

AS OF _____

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
5. MANAGERIAL SCIENCE							305							26
1) BUSINESS ORGANIZATION & ADMINISTRATION. PERSONNEL MANAGEMENT HF5501-5549 (EXCEPT HF5547.2, 5547.5, 5548, 5548.115, 5548.2)	1	28	68	62	18	177		0	2	5	0	0	7	
2) GENERAL THEORY OF MANAGEMENT HD20.5-70 (EXCEPT HD69.D6)	2	7	40	68	11	128		0	0	0	1	0	1	
7. REAL ESTATE HD251-1387	3	9	39	33	3	87	87	0	0	17	1	0	18	
TOTAL						X							X	
% 31						X							X	
% OF THE WHOLE COLLECTION						X					32		X	8

HOLDINGS IN Business Education (NO. 4)

AS OF _____

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
8. SECRETARIAL STUDIES							129							2
1) OFFICE ORGANIZATION,	0	18	25	17	5	65		0	0	2	0	0	2	
SECRETARIAL WORKS,														
HF5547, 5547.2, 5547.5 5548, 5548.115, 5718-5736														
2) MEDICAL OFFICE WORK &	1	5	12	7	1	26		0	0	0	0	0	0	
MEDICAL SECRETARIES R728														
3) TYPEWRITING &	0	2	18	10	8	38		0	0	0	0	0	0	
SHORTHAND Z49-100														
TOTAL	59	270	833	716	274	X	2152	0	5	33	4	0	X	42
% 33	2.74	12.55	38.71	33.27	12.73	X	100	0	11.91	78.57	9.52	0	X	100
% OF THE WHOLE COLLECTION	0.15	0.69	2.13	1.83	0.70	X	5.50	0	0.71	4.70	0.57	34	X	5.98

HOLDINGS IN Engineering and Technology (NO. 1)

AS OF October 15, 1984

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. ADMINISTRATION OF JUSTICE							364							0
1) CRIMINOLOGY, CRIMES, PENOLOGY HV6001-9920	1	22	118	114	37	292		0	0	0	0	0	0	
2) CRIMINAL LAW, CRIMINAL PROCEDURE KF9601-9760, KFC1100-1190, KFN6100-6199	0	4	29	30	4	67		0	0	0	0	0	0	
3) PUBLIC SAFETY LAW KF3941-3977	0	1	1	3	0	5		0	0	0	0	0	0	
2. AUTOMOTIVE TECHNOLOGY							458							
1) AERONAUTICS TL500-770	1	3	22	21	20	67		0	0	0	0	0	0	20
2) AUTOMOTIVE TECHNOLOGY TL1-499	12	29	177	131	16	365		0	0	1	19	0	20	
3) INTERNAL COMBUSTION ENGINE TJ751-805	0	2	11	4	9	26		0	0	0	0	0	0	
TOTAL						XX							XX	
%						XX							XX	
% OF THE WHOLE COLLECTION						XX							XX	

35

36

20

HOLDINGS IN Engineering and Technology (NO. 2)

AS OF

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
3. COMPUTER & DIGITAL	0	3	3	5	1	12	12	0	0	0	0	0	0	0
TECHNOLOGY TK7885-7895														
4. CONSTRUCTION TECHNOLOGY							373							0
1)BUILDING CONSTRUCTION TH1-8999	5	18	164	41	12	240		0	0	0	0	0	0	
2)HANDICRAFTS TT1-354	2	7	64	25	8	106		0	0	0	0	0	0	
3)INDOOR WIRING TK3271-3285	1	0	6	2	0	9		0	0	0	0	0	0	
4)LAWS: BUILDING, MECHANICAL, PLUMBING, CALIF. BUILDING CODE KF5707, 5705, 5709, KFC1199	0	1	8	4	0	13		0	0	0	0	0	0	
5) WOOD TECHNOLOGY TS800-905	0	0	3	2	0	5		0	0	0	0	0	0	
TOTAL														
% 27														
% OF THE WHOLE COLLECTION												38		21

HOLDINGS IN Engineering and Technology (NO. 3)

AS OF

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
5. ELECTRONIC TECHNOLOGY	13	53	204	161	99	530	530	0	0	18	1	2	21	21
TK1-8888 (EXCEPT TK3271-3285, 7885-7895), TK9200-9999														
6. ENGINEERING							412							0
1) ENGINEERING (GENERAL)	8	15	74	96	97	290		0	0	0	0	0	0	
TA (EXCEPT TA459) TECHNOLOGY T														
2) HIGHWAY, RAILROAD, BRIDGE ENGINEERING	0	0	1	2	11	14		0	0	0	0	0	0	
TE-TG														
3) HYDRAULIC ENGINEERING	0	2	5	11	5	23		0	0	0	0	0	0	
TC														
4) MECHANICAL ENGINEERING	0	2	44	21	18	85		0	0	0	0	0	0	
TJ (EXCEPT TJ163, 751-805, 1125-1345)														
TOTAL														
%														
39 % OF THE WHOLE COLLECTION												40		22

HOLDINGS IN Engineering and Technology (NO. 4)

AS OF

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	NON-PRINT LMUs CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
7. FIRE SCIENCE							76							0
1) HAZARDOUS MATERIAL.	0	5	35	30	6	76		0	0	0	0	0	0	
PROTECTION OF BUILDINGS														
T55, TH9025-9745														
8. LIBRARY TECHNOLOGY							670							36
1) AUDIOVISUAL EDUCATION	1	2	18	42	3	66		0	0	1	6	0	7	
LB1043-1044														
2) LIBRARY SCIENCES Z	12	41	160	291	100	604		0	0	12	17	0	29	
(EXCEPT Z49-100)														
9. MECHANICAL DRAWING														
(SEE ENGINEERING)														
TOTAL														
%														
% OF THE WHOLE COLLECTION	16	41										42		23

HOLDINGS IN Engineering and Technology (NO. 5)

AS OF _____

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
10. METAL TECHNOLOGY							115							0
1) MACHINE SHOPS & MACHINE	0	1	12	13	8	34		0	0	0	0	0	0	
SHOP PRACTICE TJ1125-														
1345														
2) METALS TA459	0	0	11	25	12	48		0	0	0	0	0	0	
METAL MANUFACTURERS,														
METALWORKING TS200-														
770 (EXCEPT TS227-228)														
3) WELDING TK4600,	1	1	14	8	9	33		0	0	0	0	0	0	
TS227-228, TT211														
11. REFRIGERATION TP482-														
498	0	0	4	1	1	6	6	0	0	0	0	0	0	0
TOTAL	57	212	1188	1083	476	X	3016	0	0	32	43	2	X	77
%	1.89	7.03	39.39	35.91	15.78	X	100	0	0	41.56	55.84	2.60	X	100
% OF THE WHOLE COLLECTION	0.15	0.54	3.04	2.77	1.22	X	7.72	0	0	4.56	6.13	0.29	X	10.98

43

44

HOLDINGS IN Fine Arts (NO. 1)

AS OF October 15, 1984

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. ART							1699							5
1) ARTS IN GENERAL NX	0	2	16	20	1	39		0	0	0	1	0	1	
2) ARCHITECTURE NA	5	7	70	55	64	201		0	0	0	0	0	0	
3) DECORATIVE ART NK (EXCEPT NK1700-3505, 3700-4695)	1	6	39	27	16	89		0	0	0	0	0	0	
4) DRAWING, DESIGN, ILLUSTRATION NC	1	4	42	56	38	141		0	0	0	0	0	0	
5) PAINTING ND	0	11	121	167	144	443		0	0	0	1	0	1	
6) POTTERY, CERAMICS NK3700-4695)	1	1	14	22	7	45		0	0	0	0	0	0	
7) CLAY INDUSTRIES, CERAMIC TECHNOLOGY, POTTERY TP785-873	0	2	6	28	7	43		0	0	0	0	0	0	
8) PRINT MEDIA NE	0	3	20	25	15	63		0	0	0	0	0	0	
9) SCULPTURE NB	0	0	31	48	26	105		0	0	0	0	0	0	
10) VISUAL ART (GENERAL) N	6	24	152	231	117	530		0	1	1	1	0	3	
TOTAL														
%														
% OF THE WHOLE COLLECTION												46		25

45

HOLDINGS IN Fine Arts (NO. 2)

AS OF _____

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
2. DRAMA							370							1
1) MOTION PICTURES PN1993-	0	2	43	53	20	118		0	1	0	0	0	1	
1999														
2) DRAMATIC REPRESENTATION	0	3	47	91	111	252		0	0	0	0	0	0	
THE THEATER PN2000-														
3299														
														153
3. MUSIC M	5	34	143	352	368	902	902	0	5	71	63	14	153	
TOTAL	19	99	744	1175	934	X	2971	0	7	72	66	14	X	159
%	0.64	3.33	25.04	39.55	31.44	X	100	0	4.4	45.28	41.51	8.81	X	100
% OF THE WHOLE COLLECTION	0.05	0.25	1.90	3.01	2.39	X	7.60	0	1.00	10.26	69.40	1.99	X	22.65

47

2

HOLDINGS IN Human Development (NO. 1)

AS OF October 15, 1984

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
I. EARLY CHILDHOOD EDUC.							1718							105
1) CHILD PYSCHOLOGY BF721-723 (EXCEPT BF723.D3)	1	6	36	51	12	106		0	0	0	0	0	0	
2) CHILDREN'S LITERATURE PN1009,1023,3157-3171	0	3	12	8	6	29		0	0	0	0	0	0	
3) CHILDREN'S LIT. PZ	0	18	118	214	113	463		0	0	8	8	1	17	
4) CHILDREN'S LITERATURE (STORIES OR STORYTELLING) Z718.3,1037)	0	2	24	46	24	96		0	0	2	0	0	2	
5) EDUCATION (GENERAL) L	4	10	18	13	11	56		0	0	0	0	0	0	
6) EDUCATION(HISTORY) LA	0	4	21	67	35	127		0	0	0	16	0	16	
7) EDUCATION (THEORY & PRACTICE) LB (EXCEPT LB1043-1044, 1603-1695, 2300-2411)	8	16	173	286	97	580		0	1	7	57	1	66	
8) EDUCATION (SPECIAL ASPECTS OF EDUCATION) LC1-5153	1	20	83	90	22	216		0	0	0	4	0	4	
TOTAL														
%														
% OF THE WHOLE COLLECTION	43											50		

HOLDINGS IN Human Development (NO. 2)

AS OF

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
9) EDUCATIONAL LAW (KF4101-	0	2	6	8	0	16		0	0	0	0	0	0	
4228, KFC648-666)														
10) HANDICAPPED CHILDREN	0	5	14	6	4	29		0	0	0	0	0	0	
HV1571-2999 (EXCEPT HV2474-														
2475)														
II. FAMILY STUDIES							1180							2
1) AGED HV1451-1493,	0	0	3	5	0	8		0	0	0	0	0	0	
AGING (PSYCHOLOGICAL														
ASPECTS) BF724.55A35														
2) FAMILY & MARRIAGE HQ	12	101	454	310	70	947		0	1	17	7	0	25	
3) DEATH & DYING BF723.	0	0	2	1	0	3		0	0	0	0	0	0	
D3)														
4) LAW KF3641-3750	0	0	3	0	0	3		0	0	0	0	0	0	
5) PUBLIC WELFARE, SOCIAL	3	4	31	35	8	81		0	0	0	0	0	0	
SERVICES														
6) PARENT-CHILD RELATION-	2	12	64	53	7	138		0	0	0	0	0	0	
SHIP, CHILD ABUSE (HV700-1420)														
TOTAL														
%														
% OF THE WHOLE COLLECTION	76	51										52		28

HOLDINGS IN Human Development (NO. 3)

AS OF _____

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
III. FASHION MERCHANDISING														
SEE HOME ECONOMICS														
IV. HOME ECONOMICS							597							2
1) CLOTHING TT490-979	5	8	65	32	10	120		0	0	0	0	0	0	
2) HOME ECONOMICS TX	7	46	204	75	47	379		0	2	0	0	0	2	
3) INTERIOR DECORATION	0	11	44	18	12	85		0	0	0	0	0	0	
NK1700-3505														
4) TEXTILES TS1300-1865	0	0	7	5	1	13		0	0	0	0	0	0	
V. INSTRUCTIONAL AIDE/														
CLASSROOM VOLUNTEER														
SEE EARLY CHILDHOOD														
EDUCATION														
TOTAL	43	268	1382	1323	479	X	3495	0	4	34	92	2	X	132
%	1.23	7.67	39.54	37.85	13.71	X	100	0	3.03	25.76	69.70	1.51	X	100
% OF THE WHOLE COLLECTION	0.11	0.69	3.53	3.38	1.22	X	8.93	0	0.57	4.84	13.14	0.28	X	18.80

HOLDINGS IN Language Arts (NO. 1)

AS OF October 15, 1984

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	NON-PRINT LMUs CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. ENGLISH							7426							107
1) AMERICAN LITERATURE PS	2	40	309	1014	1532	2897		0	0	47	9	3	59	
2) CLASSICAL LANGUAGES & LITERATURES PA	0	0	11	42	102	155		0	0	1	2	1	4	
3) ENGLISH LANGUAGE PE	0	31	110	221	134	496		0	0	1	0	0	1	
4) ENGLISH LITERATURE PR	0	10	217	945	1124	2296		0	0	30	0	0	30	
5) FOLKLORE GR	0	3	21	19	28	71		0	0	1	0	0	1	
6) LANGUAGE (PHILOLOGY & LINGUISTICS) P	0	10	61	52	34	157		0	0	0	3	0	3	
7) LITERATURE (COLLECTIONS) PN6011-6790	1	10	65	151	223	450		0	0	1	0	0	1	
8) LITERATURE (HISTORY & CRITICISM) PN1-4500 (EXCEPT PN1993-3299, 4001-4355)	1	19	122	268	210	620		0	0	0	0	0	0	
9) MODERN EUROPEAN LANGUAGES & LITERATURES PB	0	0	1	3	2	6		0	0	0	0	0	0	
TOTAL														
%														
% OF THE WHOLE COLLECTION	22	55									56			30

HOLDINGS IN Language Arts (U. 2)

AS OF _____

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
10) SLAVIC LANGUAGES & LITERATURES PG	0	2	16	64	78	160		0	0	3	2	0	5	
11) OTHER LANGS. & LITS. (1) EAST ASIA, AFRICA, OCEANIA LANGS & LITS. PL	0	6	7	17	18	48		0	0	2	0	0	2	
(2) INDO-IRANIAN PK	0	0	4	2	2	8		0	0	0	1	0	1	
(3) ORIENTAL LANGUAGES & LITERATURES PJ	0	0	5	12	19	36		0	0	0	0	0	0	
(4) OTHER EUROPEAN LANGS. & LITS. PC1001-1977, 5001-5498, PD, PF (EXCEPT PF3001-5999), PH, PQ 9001-9991)	0	0	5	10	11	26		0	0	0	0	0	0	
TOTAL														
%														
% OF THE WHOLE COLLECTION	57											58		

HOLDINGS IN Language Arts (NO. 3)

AS OF _____

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
2. FRENCH							590							14
1) FRENCH LANGUAGE	2	3	18	105	357	485		0	0	2	12	0	14	
PC601-872, 2001-3761														
2) FRENCH LITERATURE PQ1-	0	0	7	39	59	105		0	0	0	0	0	0	
3999														
3. GERMAN							312							5
1) GERMAN LANGUAGE	0	1	12	36	14	63		0	0	1	4	0	5	
PF3001-5999														
2) GERMAN LITERATURE PT	0	1	31	101	116	249		0	0	0	0	0	0	
4. JOURNALISM	0	10	44	47	54	155	155	0	0	0	0	0	0	0
PN 4699-6009														
5. LEARNING SKILLS														
(SEE ENGLISH)														
TOTAL														
%														
% OF THE WHOLE COLLECTION	0	50				5						60	5	

HOLDINGS IN Language Arts (No. 4)

AS OF _____

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
6. PHOTOGRAPHY TR	2	15	100	68	21	206	206	0	0	4	8	4	16	16
7. SPANISH							212							
1) SPANISH LANGUAGE	0	2	8	25	49	84		0	0	4	20	0	24	24
PC4001-4977														
2) SPANISH LITERATURE	0	2	12	47	67	128		0	0	0	0	0	0	
PQ6000-8999														
8. SPEECH							153							
1) SPEECH, ORATORY	1	2	20	56	55	134		0	0	1	0	0	1	1
PN4001-4355														
2) SIGN LANGUAGE	0	3	11	3	2	19		0	0	0	0	0	0	
HV2474-2475														
9. TELECOMMUNICATION SPEECH							83							1
1) RADIO & TV BROAD-	1	8	26	15	6	56		0	0	0	0	0	0	
CASTING PN1990-1992.8														
TOTAL						X	9137						X	
%						X							X	
% OF THE WHOLE COLLECTION	61					X						62	X	

HOLDINGS IN Language Arts (NO. 5)

AS OF _____

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
(2) RADIO & TELEVISION	0	4	14	9	0	27		0	0	0	1	0	1	
BROADCASTING INDUSTRY														
HE 8660-8700														
TOTAL	10	182	1257	3371	4317	X	9137	0	0	98	62	8	X	168
%	0.11	1.99	13.76	36.89	47.25	X	100	0	0	58.33	36.91	4.76	X	100
% OF THE WHOLE COLLECTION	0.03	30.47	3.22	8.62	11.04	X	23.38	0	0	13.96	8.83	1.14	X	23.93

HOLDINGS IN Nursing & Allied Health (NO. 1)

AS OF October 15, 1984

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	NON-PRINT LMUs CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. ASSOCIATE DEGREE NURSING														30
1) NURSING (GENERAL) RT	20	73	148	34	4	279		0	2	2	1	0	5	
2) NURSING (SPECIALIZED)														
(1) CANCER NURSING	0	0	1	3	0	4		0	0	0	0	0	0	
RC266														
(2) GERIATRIC NURSING RC954	2	3	11	3	0	19		0	0	0	0	0	0	
(3) GYNECOLOGICAL NURSING	0	1	1	0	0	2		0	0	0	0	0	0	
RG 105														
(4) NEUROLOGICAL NURSING	0	2	2	0	0	4		0	0	0	0	0	0	
RC350.5														
(5) OBSTETRIC NURSING RG951	1	3	15	4	0	23		0	0	0	0	0	0	
(6) ORTHOPEDIC NURSING	0	2	3	0	0	5		0	0	0	0	0	0	
RD 753														
(7) PEDIATRIC NURSING	0	10	7	7	0	24		0	0	0	0	0	0	
RJ245														
(8) PSYCHIATRIC NURSING	1	7	13	3	0	24		0	0	0	0	0	0	
RC440														
TOTAL						X							X	
%						X							X	
% OF THE WHOLE COLLECTION	65					X						66	X	35

HOLDINGS IN Nursing & Allied Health (NO. 2)

AS OF

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
(9) SURGICAL NURSING	0	1	5	3	0	9		0	0	0	0	0	0	
RD99														
(10) UROLOGICAL NURSING	0	2	0	1	0	3		0	0	0	0	0	0	
RC874.7														
3) RELATED														
(1) MEDICINE (GENERAL) R	0	42	84	55	42	223		0	0	4	0	0	4	
(EXCEPT R728)														
(2) BOTANIC, THOMSONIAN,	0	0	0	1	0	1		0	0	0	0	0	0	
& ECLECTIC MEDICINE RV														
(3) CHIROPRACTIC, OSTEO-	0	2	16	5	9	32		0	0	0	0	0	0	
PATHY, MENTAL HEALING														
RZ														
(4) DENTISTRY RK	0	6	8	3	1	18		0	0	0	0	0	0	
(5) DERMOTOLOGY RL	0	3	4	0	0	7		0	0	0	0	0	0	
(6) GYNECOLOGY & OBSTETRICS	1	22	52	19	2	96		0	0	0	0	0	0	
RG (EXCEPT RG105, 951)														
TOTAL						X							X	
%						X							X	
% OF THE WHOLE COLLECTION		07				X						68	X	

HOLDINGS IN Nursing & Allied Health (NO. 3)

AS OF _____

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
(7) HOMEOPATHY RX	0	0	3	0	1	4		0	0	0	0	0	0	
(8) INTERNAL MEDICINE, PRACTICE OF MEDICINE RC (EXCEPT RC266, 350.5, 440, 628, 874.7, 954)	6	131	307	177	61	682		0	1	13	5	0	19	
(9) OPHTHALMOLOGY RE	0	4	1	1	1	7		0	0	0	0	0	0	
(10) OTORHINOLARYNGOLOGY RF	0	1	5	1	0	7		0	0	0	0	0	0	
(11) PATHOLOGY RB	1	10	14	8	4	37		0	0	1	0	0	1	
(12) PEDIATRICS RJ (EXCEPT RJ245)	1	32	101	48	12	194		0	0	1	0	0	1	
(13) PHARMACY & MATERIA MEDICA RS	1	1	15	5	1	23		0	0	0	0	0	0	
(14) PUBLIC ASPECTS OF MEDICINE RA (EXCEPT RA781-783)	6	45	108	48	19	226		0	0	0	0	0	0	
TOTAL						XXX							XXX	
%						XXX							XXX	
% OF THE WHOLE COLLECTION		69				XXX					0	70	XXX	

HOLDINGS IN Nursing & Allied Health (NO. 4)

AS OF

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
(15) SURGERY RD (EXCEPT RD99, 753)	0	20	22	12	5	59		0	0	0	0	0	0	
(16) THERAPEUTICS, PHARMACOLOGY RM (EXCEPT RM222.2)	0	35	109	68	6	218		0	0	0	0	0	0	
TOTAL	40	458	1055	509	168	X	2230	0	3	21	6	0	X	30
%	1.79	20.54	47.31	22.83	7.53	X	100	0	10	70	20	0	X	100
% OF THE WHOLE COLLECTION	0.10	1.17	2.70	1.30	0.43	X	5.70	0	0.43	3.99	0.85	0.92	X	4.27

HOLDINGS IN Physical Education (NO. 1)

AS OF October 15, 1984

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. AQUATICS GV770.3-840	1	2	19	15	16	53	53	0	0	0	0	0	0	0
2. COMBATIVES GV1111- 1142, 1195-1198.995	0	0	6	8	3	17	17	0	0	0	0	0	0	0
3. DANCE GV1580-1799	1	3	19	15	24	62	62	0	0	0	0	0	0	0
4. FITNESS							97							0
1) CYCLING, BICYCLING GV1040-1052	0	0	8	2	0	10		0	0	0	0	0	0	
2) EXERCISES GV481-482	0	0	6	3	1	10		0	0	0	0	0	0	
3) EXERCISES, SPORTS, WALKING (MEDICAL ASPECTS) RA 781-783	0	11	27	7	1	46		0	0	0	0	0	0	
4) JOGGING GV494	0	0	2	2	0	4		0	0	0	0	0	0	
5) OBESITY RC628	0	2	6	2	0	10		0	0	0	0	0	0	
6) REDUCING WEIGHT RM222.2	0	3	9	2	0	14		0	0	0	0	0	0	
TOTAL														
%														
% OF THE WHOLE COLLECTION														

HOLDINGS IN Physical Education (NO. 2)

AS OF

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
(7) WEIGHT LIFTING GV546	0	1	2	0	0	3		0	0	0	0	0	0	
5. GYMNASTICS GV460-555 (EXCEPT GV481-482, 494, 546)	0	0	8	15	7	30	30	0	0	0	0	0	0	0
6. HEALTH EDUCATION SEE NURSING & ALLIED HEALTH														
7. PHYSICAL EDUC., INTER-COLLEGIATE SPORTS, LIFE-TIME SPORTS, TEAM SPORTS, THEORY GV1-1860 (EXCEPT GV460-555, 770.3-840, 1040-1052, 1111-1142, 1195-1198.995, 1580-1799)	6	29	166	90	126	417	417	0	0	3	0	0	3	3
TOTAL	8	51	278	161	178	X	676	0	0	3	0	0	X	3
%	1.18	7.55	41.12	23.82	26.33	X	100	0	0	100	0	0	X	100
% OF THE WHOLE COLLECTION	0.02	0.13	0.71	0.41	0.45	X	1.72	0	0	0.43	0	0	X	0.43

75 76

HOLDINGS IN Physical Sciences & Mathematics (NO. 1)

AS OF October 15, 1984

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. ASTRONOMY QB	1	25	57	89	146	318	318	0	0	2	0	0	2	2
2. CHEMISTRY							241							0
1) CHEMISTRY QD	0	7	30	81	62	180		0	0	0	0	0	0	
2) CHEMICAL TECHNOLOGY TP (EXCEPT TP492-497, 785-842, 845-873)	1	2	37	10	11	61		0	0	0	0	0	0	
3. GEOLOGY							631							0
1) GEOLOGY QE	2	12	96	181	219	510		0	0	0	0	0	0	
2) MINERAL INDUSTRIES, MINING & METALLURGY TN	0	2	29	31	59	121		0	0	0	0	0	0	
4. MATHEMATICS							600							2
1) MATHEMATICS QA (EXCEPT QA76)	10	53	81	131	317	592		0	0	1	1	0	2	
TOTAL						XXX							XXX	
%						XXX							XXX	
% OF THE WHOLE COLLECTION	77					XXX						78	XXX	±

HOLDINGS IN Physical Sciences & Mathematics (NO. 2)

AS OF

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
2) BUSINESS MATHEMATICS	0	1	2	5	0	8		0	0	0	0	0	0	
HF5691-5716														
5. PHYSICS							599							3
1) PHYSICS QC	2	24	85	216	260	587		0	0	2	1	0	3	
2) NUCLEAR ENGINEERING	0	3	4	5	0	12		0	0	0	0	0	0	
TK9001-9401														
6. SCIENCE (GENERAL)	6	17	26	89	146	284	284	0	0	1	1	0	2	2
Q														
TOTAL	22	146	447	838	1220	X	2673	0	0	6	3	0	X	9
%	0.83	5.46	16.72	31.35	45.64	X	100	0	0	66.67	33.33	0	X	100
% OF THE WHOLE COLLECTION	0.06	0.37	1.14	2.14	3.12	X	6.83	0	0	0.85	0.43	0	X	1.28

HOLDINGS IN Social Sciences (NO. 1)

AS OF October 15, 1984

ITEMS	PRINT LMUs							NON-PRINT LMUs						
SUBJECT--CLASS / YEAR	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
1. ANTHROPOLOGY							729							3
1) ANTHROPOLOGY GN	1	16	58	73	86	234		0	0	0	0	0	0	
2) ANTHROPOGEOGRAPHY, HUMAN ECOLOGY GF	0	2	8	20	1	31		0	0	0	0	0	0	
3) ARCHAEOLOGY CC	1	0	8	11	13	33		0	0	0	0	0	0	
4) INDIANS OF NORTH AMERICA E51-99	2	9	105	178	137	431		0	0	1	1	1	3	
2. GEOGRAPHY							302							1
1) GEOGRAPHY G-GB	4	15	67	88	83	257		0	0	0	1	0	1	
2) MANNERS & CUSTOMS GT	0	1	10	19	15	45		0	0	0	0	0	0	
3. GOVERNMENT							1313							1
1) POLITICAL SCIENCE J	17	42	177	344	238	818		0	0	0	0	0	0	
TOTAL						XXXX							XXXX	
%						XXXX							XXXX	
% OF THE WHOLE COLLECTION	81					XXXX						82	XXXX	43

HOLDINGS IN Social Sciences (NO. 2)

AS OF _____

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
2) LAW K (EXCEPT	4	61	220	154	56	495		0	0	0	1	0	1	
KF888-889, 2005, 3941-														
3977, 4101-4228; KFC 225,														
648-666, 1100-1199, 6100-														
6199														
4. HISTORY														
1) BIOGRAPHY CT							4766							8
2) HISTORY (GENERAL)	0	0	5	22	54	81		0	0	0	0	0	0	
D1-838	6	7	40	190	279	522		0	0	1	0	0	1	
3) HISTORY OF CIVILIZATION														
CB	1	3	14	65	85	168		0	0	0	0	0	0	
4) UNITED STATES														
(1) UNITED STATES														
(GENERAL) E11-45, 184-879	8	34	142	504	430	1118		0	0	0	0	0	0	
(2) UNITED STATES (STATES)														
F1-975 (EXCEPT 856-870)	2	9	47	137	211	406		0	0	0	0	0	0	
TOTAL														
%														
% OF THE WHOLE COLLECTION	83											84		

HOLDINGS IN Social Sciences (NO. 3)

AS OF

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
DU620-629														
(3) CALIFORNIA F856-870	1	14	67	99	100	281		0	0	1	0	0	1	
5) WORLD (EXCEPT U.S.)														
(1) AFRICA DT	2	11	44	85	74	216		0	0	1	1	0	2	
(2) ASIA DS	5	36	122	236	199	598		0	0	3	1	0	4	
(3) CANADA F1001-1140	0	0	1	7	13	21		0	0	0	0	0	0	
(4) EUROPE DA-DR	2	36	118	304	541	1001		0	0	0	0	0	0	
(5) LATIN AMERICA F1201-	3	15	59	120	112	309		0	0	0	0	0	0	
3799														
(6) OCEANIA (SOUTH SEAS,	0	1	9	13	22	45		0	0	0	0	0	0	
AUSTRALIA, NEW ZEALAND)														
DU														
5. MILITARY SCIENCE U-V	2	23	49	79	61	214	214	0	0	0	0	0	0	0
TOTAL						X							X	
%						X							X	
% OF THE WHOLE COLLECTION	85					X						86	X	

HOLDINGS IN Social Sciences (NO. 4)

AS OF _____

ITEMS / SUBJECT-CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
6. PHILOSOPHY							1497							4
1) PHILOSOPHY B-BD, BH-BJ	0	13	90	214	335	652		0	1	2	0	0	3	
2) RELIGION BL-BX	2	26	163	339	315	845		0	0	1	0	0	1	
7. PSYCHOLOGY							903							26
1) PSYCHOLOGY BF (EXCEPT BF721-723, 724.55 A35)	1	57	249	270	210	787		0	2	10	11	1	24	
2) SOCIAL PSYCHOLOGY HM251-291	1	5	18	66	26	116		0	0	2	0	0	2	
8. SOCIOLOGY							613							6
1) COMMUNITIES HT1-485	0	20	40	38	13	111		0	0	0	0	0	0	
2) RACES HT1501-1595	0	0	0	14	3	17		0	0	0	0	0	0	
3) SOCIAL CLASSES HF601-1445	0	0	5	10	7	22		0	0	0	0	0	0	
TOTAL														
%														
% OF THE WHOLE COLLECTION	87										88			46

HOLDINGS IN Social Sciences (NO. 5)

AS OF _____

ITEMS / SUBJECT--CLASS / YEAR	PRINT LMUs							NON-PRINT LMUs						
	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL	CURRENT 1984-85	1-3 1981-83	4-10 1974-80	11-20 1964-73	21- -1963	SUB-TOTAL	TOTAL
4) SOCIAL PROBLEMS, REFORMS HN	2	7	43	96	28	176		0	0	0	2	0	2	
5) SOCIALISM, COMMUNISM, ANARCHISM, UTOPIAS HX	0	0	19	59	38	116		0	0	0	0	0	0	
6) SOCIETIES HS	0	0	2	1	3	6		0	0	0	0	0	0	
7) SOCIOLOGY HM (EXCEPT HM251-291)	0	4	44	77	40	165		0	0	3	1	0	4	
TOTAL	67	467	2043	3932	3828	X	10337	0	3	25	19	2	X	49
%	0.65	4.52	19.76	38.04	37.03	X	100	0	6.12	51.02	38.78	4.08	X	100
% OF THE WHOLE COLLECTION	0.13	1.19	5.22	10.05	9.79	X	26.42	0	0.43	3.56	2.71	0.28	X	6.98

TO:

FROM:

RE: Faculty Evaluation of Instructional Support

IMPORTANT! Please return by:

Your help is needed in order to carry out a planned evaluation of the current learning resources program. Please rate each of the instructional support services listed below by checking (✓) the appropriate boxes. Indicate both the approximate number of times you made use of the service during the past term (left columns) and your rating of the quality of the service (right columns). It would be appreciated if you could complete and return this form by the date indicated. Please put comments on back.

Times Used in Sem.					Rating			
0	1-10	11-20	21+	Cuesta College	N/A	Poor	Okay	Good
				• MEDIA SERVICES •				
				Audio Production (tapes/cassettes)				
				Audiovisual Production (slides & tapes)				
				Graphics Production (posters & fliers)				
				Photographic Production (print or slides)				
				Video Production				
				Film Booking				
				AV Equip. availability				
				AV Equip. maintenance				
				Overall Library Media Services performance				
				• LIBRARY SERVICES •				
				Do we buy the books you need?				
				Do we buy the AV materials you need?				
				Information Librarian Assistance				
				How are your reserve requests handled?				
				Interlibrary borrowing				
				Class orientations				
				Library Book Holdings				
				Library Periodical Holdings				
				Library Audiovisual Materials Holdings				
				Overall Library Services Performance				

BEST COPY AVAILABLE

CUESTA COLLEGE STUDENT LIBRARY EVALUATION

Please mark answers only on the answer sheets provided, using number 2 or softer pencils

Mark "A" for the answer number which corresponds to your major.

1. Undecided or no major
2. Biological Sciences
3. Business Education
4. Engineering & Technology
5. Fine Arts
6. Human Development
7. Language Arts
8. Nursing
9. Physical Education
10. Physical Science/Math
11. Social Science
12. General Education

HOW OFTEN DO YOU USE OUR FACILITIES?

13 Have you used the library facilities? Mark "A" for yes, "B" for no.

IF YOU ANSWERED NO TO QUESTION 13 DO NOT COMPLETE THE REST OF THE SURVEY.

TIMES USED VARIOUS FACILITIES IN SEMESTER	HOURS PER WEEK			
	21+	11-20	1-10	0
14. Magazines	A	B	C	D
15. Newspapers	A	B	C	D
16. Periodical indexes	A	B	C	D
17. Books for class assignments	A	B	C	D
18. Books for my enjoyment	A	B	C	D
19. Reserve books	A	B	C	D
20. Course texts	A	B	C	D
21. Reference books	A	B	C	C
22. English 1A Library Handbook	A	B	C	D
23. Career materials	A	B	C	D
24. AV materials	A	B	C	D
25. Microforms	A	B	C	D
26. Information Librarian assistance	A	B	C	D
27. Use the library as a place to study	A	B	C	D
28. I use the Cal Poly Library	A	B	C	D
29. I use the Public Library	A	B	C	D

YOUR OPINION OF THE FACILITY answer only for those facilities that you have used.

	GOOD	OKAY	POOR	N/A
30. Magazines	A	B	C	D
31. Newspapers	A	B	C	D
32. Periodical indexes	A	B	C	D
33. Books for class assignments	A	B	C	D
34. Books for my enjoyment	A	B	C	D
35. Reserve books	A	B	C	D
36. Course texts	A	B	C	D
37. Reference books	A	B	C	D
38. English 1A Library Handbook	A	B	C	D
39. Career materials	A	B	C	D
40. AV materials	A	B	C	D
41. Microforms	A	B	C	D
42. Information Librarian assistance	A	B	C	D
43. Library as a place to study	A	B	C	D

CUESTA COLLEGE STUDENT LIBRARY EVALUATION

IN THIS SECTION PLEASE MAKE YOUR RATINGS USING THE FOLLOWING SCALE:

IF YOU CHECK	IT MEANS YOU
A	strongly agree with the statement
B	moderately agree
C	do not know, does not apply
D	moderately disagree
E	strongly disagree with the statement

44. My instructors, in general, encourage students to use the library.

45. The library has most of the books and magazines I need to do my coursework.

46. I think the library staff is reluctant to help me.

47. I think the library staff is too busy to help me.

48. I think the library staff is very helpful.

49. Facilities within the library are easy to find and easy to use.

TO:

FROM:

IMPORTANT!
Please return by:

RE: Learning Resources Program Profile

In order to carry out a planned evaluation of the current learning resources program, it would be appreciated if the following information could be supplied by the date indicated.

A. Statement of educational philosophy adopted by the local Governing Board.

B. Learning resources program goals & objectives.

C. List all informational materials distributed by the learning resources program together with a brief description, frequency of publication and date of last issue.

D. Description of activities provided to assist students in using campus learning resources.

E. Description of activities provided to assist faculty (both full- and parttime) in using campus learning resources.

F. Description of activities provided for inservice training of LR program staff (certificated, classified, & student).

G. List and description of community and other resources available to students/faculty (include consortia, cooperatives, networks, etc.).

H. Specific services provided----------

Check (✓) those instructional support services provided by the college and indicate which are under the administration of the learning resources program:

Instructional Support Services	Provided by College	Administered by LR Program
1. Audiovisual Distribution		
a. Materials	✓	✓
b. Equipment	✓	✓
2. Computer Services		
a. CAI (Computer Assisted Instruction)	✓	
b. CMI (Computer Managed Instruction)		
3. Instructional Development	✓	✓

Instructional Support Services	Provided by College	Administered by LR Program
4. Library	✓	✓
5. Production		
a. Photographic	✓	✓
b. Audio	✓	✓
c. Video	✓	✓
d. Reprographic	✓	
6. Related Instructional Services		
a. Career Information	✓	
b. Tutorial Center	✓	
c. Handicapped	✓	
d. Re-Entry	✓	
e. Testing Center	✓	
f. Learning Assistance (remedial/developmental)	✓	
g. Subject-matter Instructional Labs (only if admin by LR)	✓	
7. Other (list)		
a.		
b.		
c.		
d.		

Thank you for helping us!

STATEMENTS ON PHILOSOPHY AND GOALS

I. EDUCATIONAL SERVICES

1. Annual Evaluation of Programs and Services

The Board of Trustees, recognizing diminishing financial abilities of the District, demands that each offering within its programs and services be vital, productive, and effective and requests the following review and evaluation processes by the administration.

a. An annual review shall be made of the offerings within each existing college instructional program and instruction-related service, utilizing appropriate educational and cost effectiveness criteria. The purpose of this review shall be to determine for each program and service whether present offerings should be increased, maintained, decreased, or eliminated.

b. Concurrent to the review of existing offerings, an on-going study shall be made of potentially valuable instructional classes and instruction-related services that are not presently scheduled at Cuesta College. The purpose of this study shall be to discover new programs/services which, because of their potential utility and service to district students, should be considered as replacements for and/or additions to existing offerings.

2. Library-Media Services

The Board of Trustees considers the Library as an essential part of the students' educational experience and an integral part of the instructional program; therefore, it provides Library facilities, resources, services, and programs which support and facilitate learning.

It is recognized that basic to the College Library is an organized collection of books, periodicals, and other materials of reasonable size, currency, and appropriateness for curricular requirements, cultural appreciation, and personal development. The services of research assistance, consultation, library use instruction, instructional materials productions, and audio visual equipment maintenance, repair, loan, and advisement will be maintained at an adequate level to support and encourage high standards of instruction.

5/24/82

CUESTA COLLEGE LIBRARY

PURPOSE

1. To provide leadership and assistance in the development of instructional systems which employ efficient and effective means of accomplishing those objectives.

2. To provide an organized and readily accessible collection of materials and supportive equipment needed to meet individual, institutional, and instructional needs of students and faculty.

3. To provide a staff qualified, concerned, and involved in serving the needs of students, faculty, and community.

4. To encourage innovation, learning, and community service by providing facilities and resources which will make them possible.

OBJECTIVES

1. The Library Learning Center Program, like the instructional staff, should be an integral part of instruction.

   a) Alternatives to regular classroom instruction are developed and made available.

   b) Opportunities are provided for the enhancement of the the individual's growth.

2. The Librarians actively facilitate and share in the College's educational program.

   a) They are members of the planning team for new programs and projects.

   b) They participate and are involved in existing programs.

3. The Library Learning Center Program provides a variety of services that support the instructional program.

   a) Instructional Development
   b) Public Services
   c) Selection, Acquisition, & Organization of Materials
   d) Production of Instructional Materials
   e) Audiovisual Equipment Maintenance & Repair

CUESTA COLLEGE LIBRARY

INFORMATIONAL MATERIALS DISTRIBUTED

1. Guides to Library Resources

   Developed for a specific topic to lead the student to key references, subject headings, and classifications while giving basic research guidelines. Ten such guides have been distributed to classes and made available to individuals since 1976. Typical titles are "How To Find It", "Literature Search Procedures", "Children's Literature Collection", and "Selecting and Buying Books".

2. Bibliographies

   A listing of library resources on a specific topic. Fifty-seven bibliographies have been distributed since 1977. Typical titles are "Basic Resources in Art: Painting", "Solar Energy for Your Home", and Contemporary American Women Poets".

3. Periodical Holdings List

   A listing of periodicals available in the library, including microform formats. Updated annually, most recent issue is April 1984.

4. Audiovisual Holdings List.

   A listing of all audiovisual materials available in the library including video tapes, filmstrips, slides, kits, audio tapes, etc. Updated on an irregular basis, most recent issue September 1984.

5. Library Hours

   Published every semester.

6. Library Update

   Distributed to all faculty at the beginning of each semester since 1979.

7. Library Brochure

   Briefly describes services, facilities, hours and our Friends of the Library. Printed Fall 1984.

8. Here's to Your Health Brochure

   Listing of periodicals and books for special health collection funded through government and private grants. Published 1983 and 1984.

9. Modern Language Association Style Sheet

   Examples of correct footnotes and bibliographies.

10. *Expanding Horizons*

Workbook exercises for English 1A students to learn of library tools. Used since 1981.

11. *Friends of the Library publications*

Our Friends group has published a quarterly newsletter highlighting library and Friends' news since 1982. A gifts catalog outlining needed materials was published in 1983. Brochures on donations of memorial and honor giving funds were published in 1983. Programs for our annual Flea Market and Booksale have been published each year since 1980.

12. *Video Programs Brochure*

A listing of all cataloged video programs. Revised annually since 1981.

13. *Library Rules and Regulations*

Published annually since 1983.

14. *Library Annual Report*

Published July 1984. Distributed to Chairs, Administrators, and Board members.

Cuesta College Library

Activities Provided to Assist Students

1. *A credentialed librarian is always available for individualized instruction in the use of resources and help in finding answers.*

   Class orientations in search strategies are available as requested by the instructor.

   Preparation of selected bibliographies and guides to curriculum.

2. *Self-instructional audiovisual programs are available:*

   a. *Orientation to the Library*
   b. *Library Walking Tour*
   c. *Using the Reader's Guide*
   d. *Nursing Indexes*

3. *Bachelor of Science Nursing Program offered through California State University statewide consortium uses our library as a local learning resource center for their nursing students.*

Cuesta College Library

Activities Provided to Assist Faculty

1. *Help faculty members to obtain materials they need by knowing as much as possible about courses and methods of instruction.*
2. *Explain aids to finding materials in the library.*
3. *Assist in the selection of new materials.*
4. *Notify instructors of new materials ready for circulation.*
5. *Report promptly to teachers any difficulty which their students are having in finding or using assigned materials.*
6. *Help the faculty to know library facilities useful to their classes by preparing bibliographies, including film lists; by checking bibliographies and assignments; by reporting what materials are available.*
7. *Make it possible for instructors to work with students in the presence of appropriate books and other library materials by taking library materials to classrooms, and by encouraging teachers to bring their classes to the library for library-laboratory work periods.*
8. *Offer instruction in how to use the library.*
9. *Give orientations to new instructors.*
10. *Attend division meetings to discuss common concerns.*
11. *Consultation and instruction in effective use of audiovisual equipment.*
12. *Borrow books from other libraries.*
13. *Research assistance.*

Cuesta College Library

Other Resources Provided for Faculty and Students

1. *Tri-County Film Cooperative. More than 800 16mm college-level films are available through the cooperation of the instructional materials centers of Ventura, Santa Barbara, San Luis Obispo schools and six other community colleges.*

2. *Total Interlibrary Exchange (TIE)*

   TIE is a network of 49 libraries mostly located within the Counties of San Luis Obispo, Santa Barbara, and Ventura. It includes special, school, college and university, community college, and public libraries of the Black Gold Cooperative Library System which is the legal entity for TIE.

   TIE's purpose is to strengthen library service at the local level by providing greater access to the collective resources of member libraries. Other resources are made known through the services of the Black Gold Information Center.

3. *Coastal Health Library Information Consortia*

   Twenty-two libraries and health agencies within the County of San Luis Obispo and the City of Santa Maria have formally agreed to share books, journals, and other materials. This enables us to quickly borrow more specialized information for our students and faculty closer to home at no cost.

4. *Public and Private Gifts*

   When district funding was greatly reduced, a serious effort was begun to find outside monies. As a result of this work the following donations were received during the past six years.

   a. *National Library of Medicine*
      1) *$27,702 to organize the Coastal Health Library Information Consortium. Cuesta Library participated in the organization of the consortium and now benefits through access to materials owned by member libraries.*
      2) *$4,000 was given directly to Cuesta Library for purchase of library materials.*

   b. *Wilshire Foundation gave three $10,000 grants for health resources.*

   c. *Skaggs Foundation gave $850 for purchase of <u>The New Grove Encyclopedia of Music</u>.*

   d. *Associated Students of Cuesta College gave $44,904 for weekend hours, book security system, student typewriters, audiovisual equipment, and textbooks.*

e. *College Bookstore donated current textbooks valued at $500.*

f. *Friends of the Library have raised $73,07[illegible] for library books, video programs, and a microfilm reader/printer.*

g. *Vocational Education Act monies purchased books and periodicals worth $12,000.*

h. *Higher Education Act monies purchased periodicals and books worth $7,863.*

PART III:

Data Analysis & Presentation

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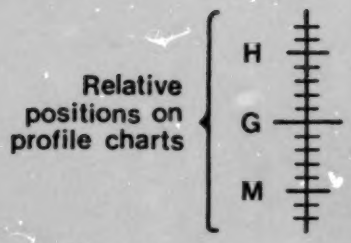


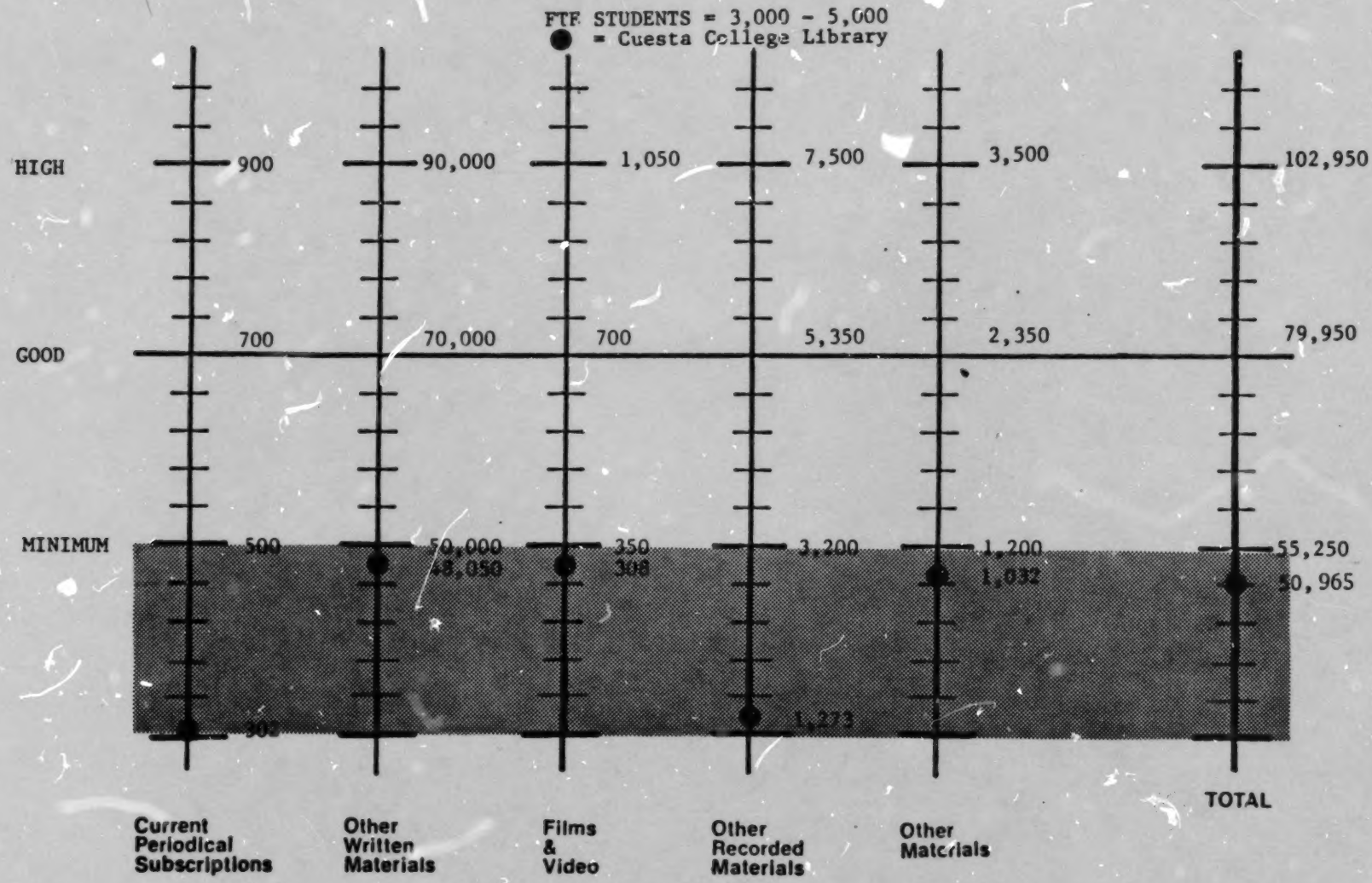
Collection Size*

FTE Students	Level	Current Periodical Subscriptions	Other Written Materials	Film & Video	Other Recorded Materials	Other	Total
Under 1,000	H	400	40,000	235	2,350	650	43,635
	G	300	30,000	125	1,350	350	32,125
	M	200	20,000	15	350	50	20,615
1,000 - 3,000	H	700	70,000	575	5,050	2,050	78,375
	G	500	50,000	350	3,200	1,200	55,250
	M	300	30,000	125	1,350	350	32,125
3,000 - 5,000	H	900	90,000	1,050	7,500	3,500	102,950
	G	700	70,000	700	5,350	2,350	79,950
	M	500	50,000	350	3,200	1,200	55,250
5,000 - 7,000	H	900	100,000	1,800	11,650	6,650	121,000
	G	800	85,000	1,250	8,500	4,500	100,050
	M	700	70,000	700	5,350	2,350	79,100
7,000 - 9,000	H	1,010	136,000	2,374	13,250	7,860	160,494
	G	860	109,000	1,550	9,310	5,110	125,830
	M	710	82,000	726	5,370	2,360	91,166
9,000 - 11,000	H	1,120	172,000	2,948	14,850	9,070	199,988
	G	920	133,000	1,850	10,120	5,720	151,610
	M	720	94,000	752	5,390	2,370	103,232
11,000 - 13,000	H	1,230	208,000	3,522	16,450	10,280	239,482
	G	980	157,000	2,150	10,930	6,330	177,390
	M	730	106,000	778	5,410	2,380	115,298
13,000 - 15,000	H	1,340	244,000	4,096	18,050	11,490	278,976
	G	1,040	181,000	2,450	11,740	6,940	203,170
	M	740	118,000	804	5,430	2,390	127,364
Add for each 1,000 over 15,000	H	-	-	-	-	-	-
	G	30	12,000	150	405	305	12,890
	M	5	6,000	13	10	5	6,033

*Based on ACRL/ALA Standards adopted June 1979. The H(igh) value is computed as the same amount above the G(ood) as the M(inimum) is below.

LEARNING RESOURCES PROGRAM PROFILE —

COLLECTION SIZE



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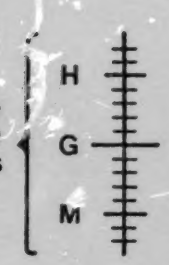

Space Requirements*

FTE Students	Level	Print Materials & Services	AV Materials & Services	Related Instructional Services**	Total Assignable Area (ft²)
Under 1,000	H	6,000	5,000	715	11,715
	G	6,000	5,000	600	11,600
	M	6,000	5,000	485	11,485
1,000 - 3,000	H	10,771	7,470	1,070	19,311
	G	9,536	6,235	830	16,601
	M	8,301	5,000	715	14,016
3,000 - 5,000	H	18,238	11,788	1,543	31,569
	G	15,683	9,219	1,310	26,197
	M	13,098	6,649	1,070	20,817
5,000 - 7,000	H	24,845	15,972	2,000	42,817
	G	21,296	12,423	1,775	35,494
	M	17,747	8,874	1,543	28,164
7,000 - 9,000	H	31,150	20,025	2,446	53,621
	G	26,700	15,575	2,225	44,500
	M	22,250	11,125	2,000	35,375
9,000 - 11,000	H	37,335	24,001	2,881	64,217
	G	32,002	18,668	2,667	53,337
	M	26,668	13,334	2,446	42,448
11,000 - 13,000	H	43,325	27,851	3,305	74,481
	G	37,135	21,662	3,095	61,893
	M	30,947	15,473	2,881	49,301
13,000 - 15,000	H	49,193	31,624	3,724	84,541
	G	42,166	24,597	3,514	70,277
	M	35,138	17,569	3,305	56,012
***Add for each 1,000 over 15,000	H	-	-	-	-
	G	2,681	1,539	221	4,441
	M	2,213	1,085	100	3,398

* Based on ACRL/ALA Standards adopted June 1979. The G(ood) value is computed as the midpoint between the H(igh) and the M(inimum) values.

** The Standards list only a single value for this instead of min./max.value. This is assumed to be the G(ood) value with the H(igh) and M(inimum) computed as the end points of each subsequent interval.

***Though not listed in the Standards for Space Requirements, these values have been computed based on the table data.

LEARNING RESOURCES PROGRAM PROFILE —

SPACE REQUIREMENTS

FTE STUDENTS = 3,000 - 5,000
= CUESTA COLLEGE LIBRARY

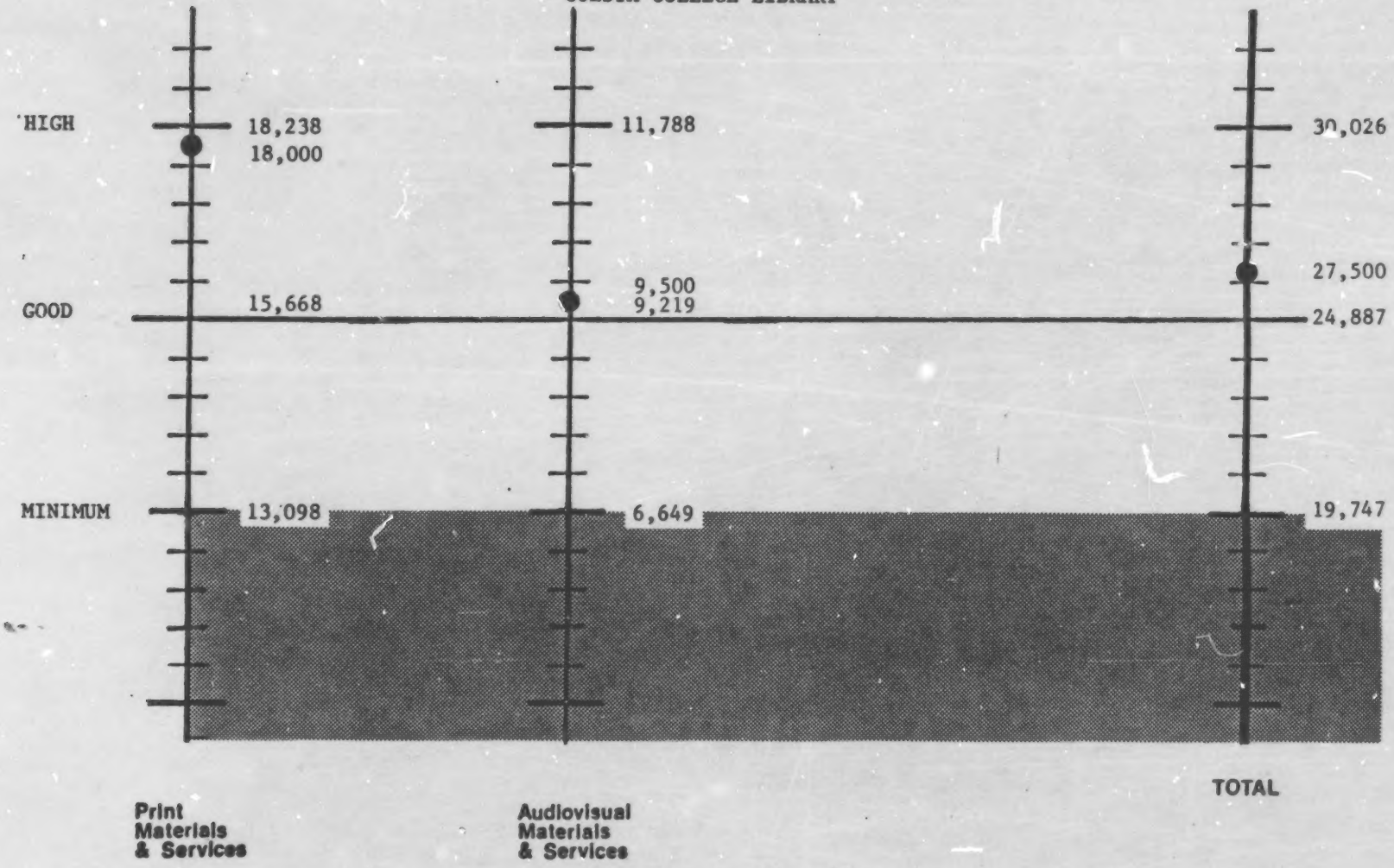

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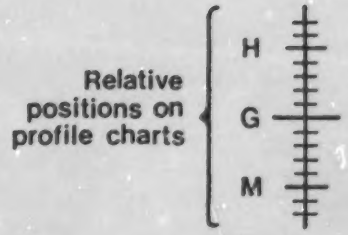
TABLE OF QUANTITATIVE STANDARDS:



Staffing*

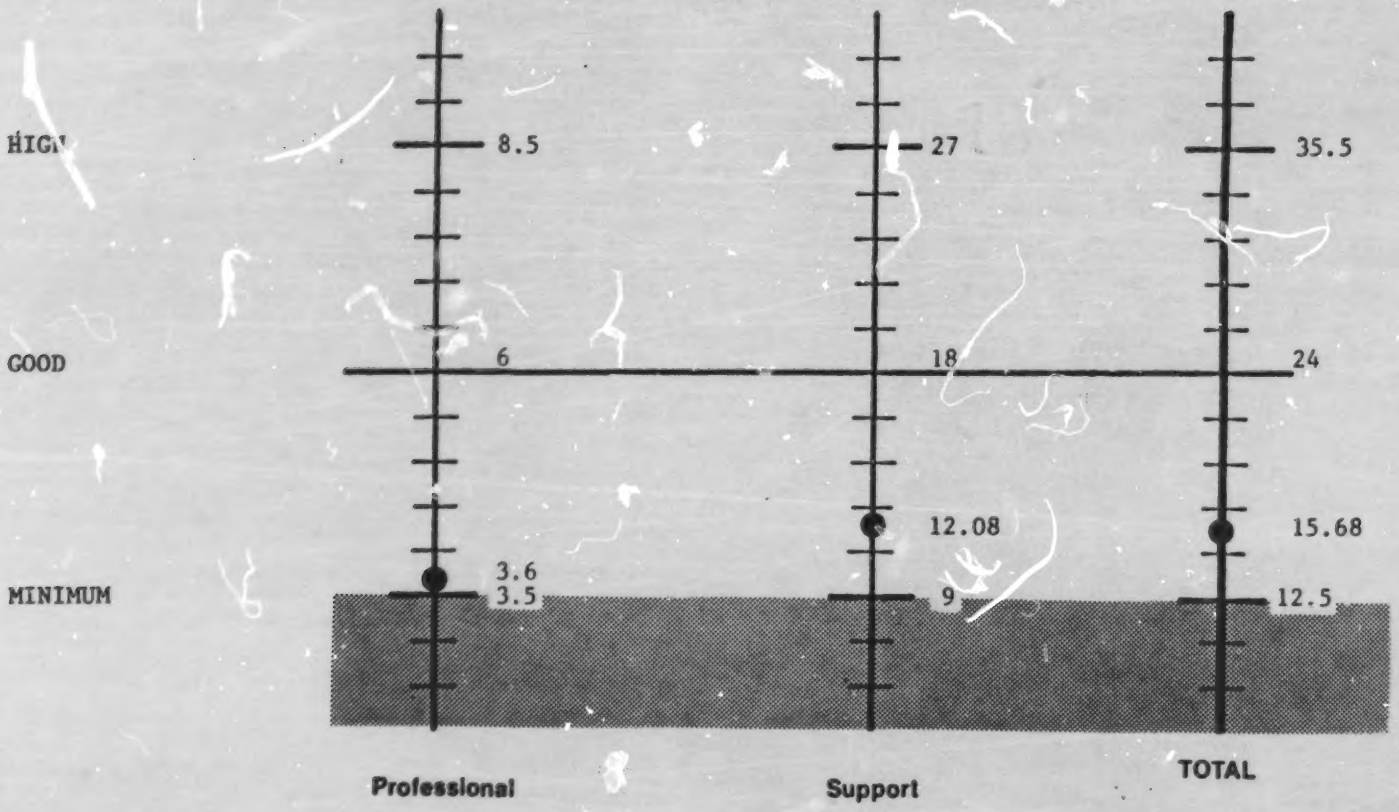
FTE Students	Level	Professional	Support	Total
Under 1,000	H	6	8	14
	G	4	6	10
	M	2	4	6
1,000 - 3,000	H	5.5	15	20.5
	G	4	10	14
	M	2.5	5	7.5
3,000 - 5,000	H	8.5	27	35.5
	G	6	18	24
	M	3.5	9	12.5
5,000 - 7,000	H	10	33	43
	G	8	24	32
	M	6	15	21
7,000 - 9,000	H	13	43	56
	G	10	30	40
	M	7	17	24
9,000 - 11,000	H	16	53	69
	G	12	36	48
	M	8	19	27
11,000 - 13,000	H	19	63	82
	G	14	42	56
	M	9	21	30
13,000 - 15,000	H	22	73	95
	G	16	48	64
	M	10	23	33
Add for each 1,000 over 15,000	H	1.5	5	6.5
	G	1	3	4
	M	0.5	1	1.5

*Based on ACRL/ALA Standards adopted June 1979. The H(igh) value is computed as the same amount above the G(ood) as the M(inimum) is below.

LEARNING RESOURCES PROGRAM PROFILE —

STAFFING

FTE STUDENTS = 3,000 - 5,000
● = CUESTA COLLEGE LIBRARY



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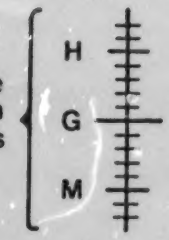


Equipment for Distribution*

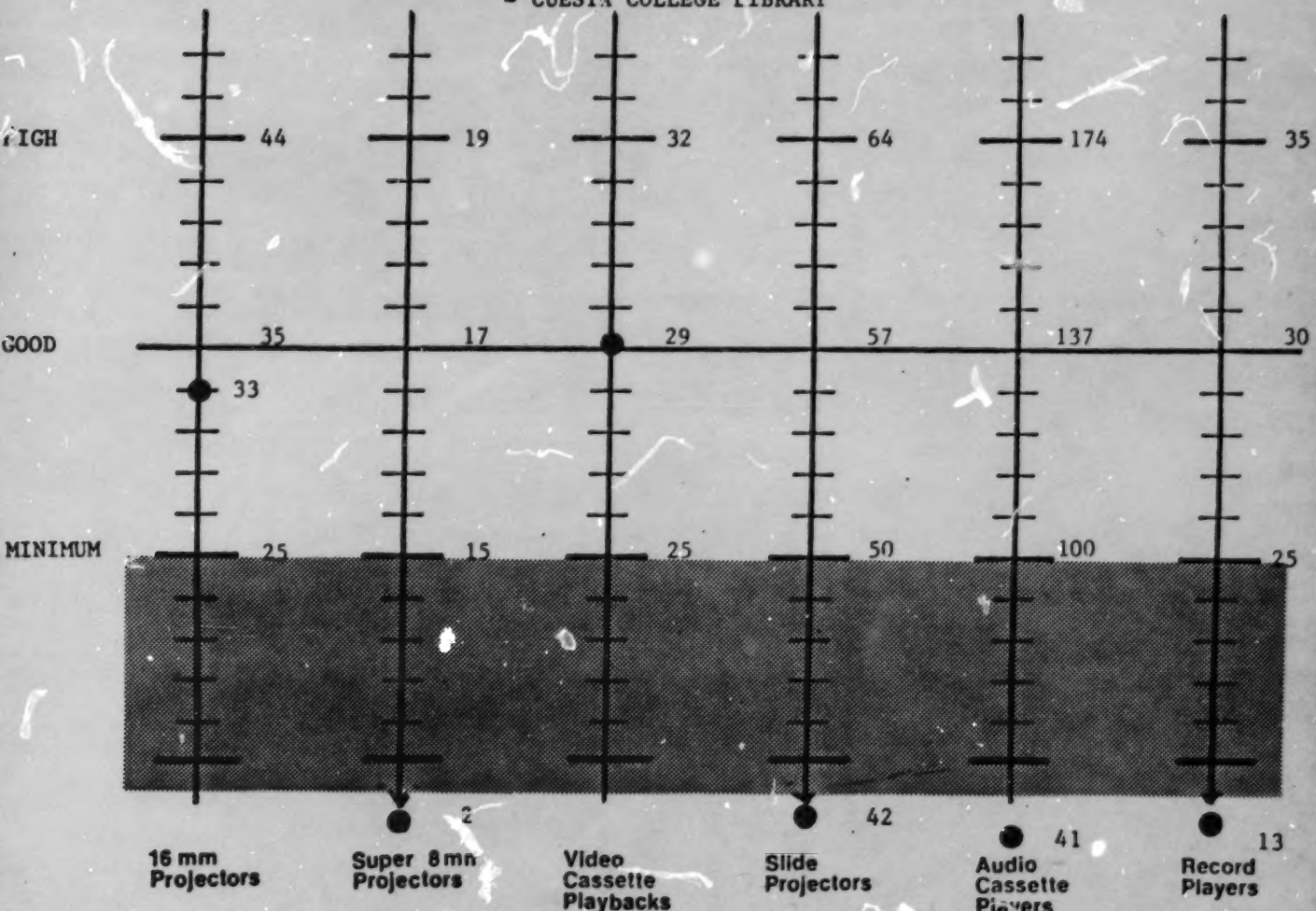
Uses/yr.	Level	16mm Projectors	Super 8mm Projectors	Video Cassette Playbacks	Slide Projectors	Audio Cassette Players	Record Players
1 - 1000	H	9	9	9	24	49	9
	G	6	6	6	13	26	6
	M	2	2	2	2	2	2
101 - 1,000	H	24	14	24	49	99	24
	G	17	12	17	37	75	17
	M	10	10	10	25	50	10
1,000 - 3,000	H	44	19	32	64	174	35
	G	35	17	29	57	137	30
	M	25	15	25	50	100	25
3,000 - 5,000	H	49	24	49	99	249	49
	G	47	22	41	82	212	43
	M	45	20	33	65	175	36
Over 5,000	-	50+	25+	50+	100+	250+	50+

*Based on ACRL/ALA Standards adopted June 1979. The G(ood) value is computed as the midpoint between the H(igh) and the M(inimum) values.

LEARNING RESOURCES PROGRAM PROFILE —

EQUIPMENT FOR DISTRIBUTION

USES PER YEAR = 1,000 - 3,000
= CUESTA COLLEGE LIBRARY

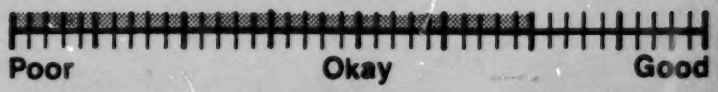


FACULTY EVALUATION OF SERVICES —

LIBRARY SERVICES

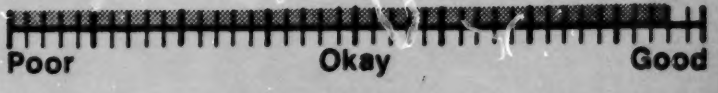
RATING

ACQUISITION-BOOK

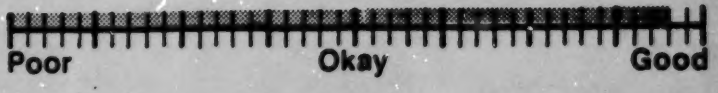


AQUISITION -NONBOOK

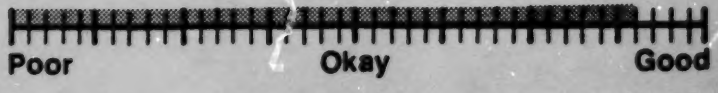
RESERVES



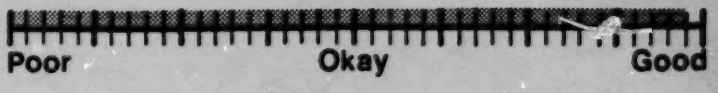
REFERENCE DESK



INTERLIBRARY BORROWING



CLASS ORIENTATIONS



SURVEY DISTRIBUTED TO 202 FULL - PART TIME FACULTY . 135 SURVEYS RETURNED .

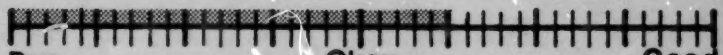
FACULTY EVALUATION OF SERVICES —

LIBRARY SERVICES

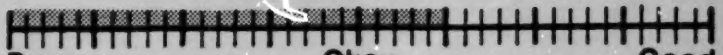
RATING*

PERIODIC COLLECTION

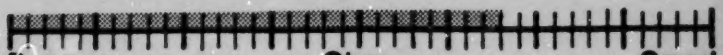
BOOK COLLECTION



A-V COLLECTION



OVERALL LIBRARY

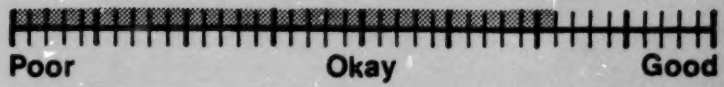


FACULTY EVALUATION OF SERVICES —

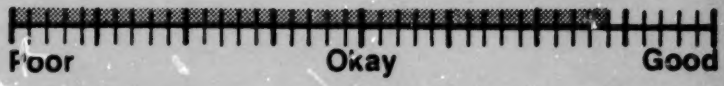
AUDIOVISUAL EQUIPMENT

RATING*

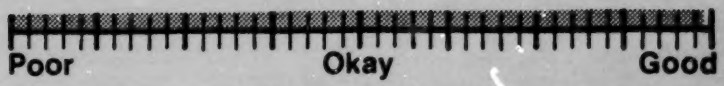
AVAILABILITY



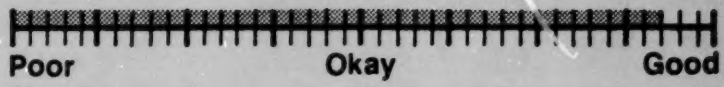
MAINTENANCE



FILM BOOKING



OVERALL LIBRARY MEDIA SERVICES

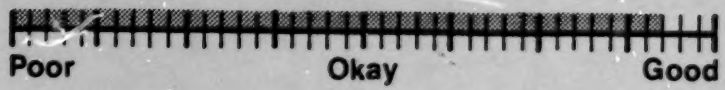


FACULTY EVALUATION OF SERVICES —

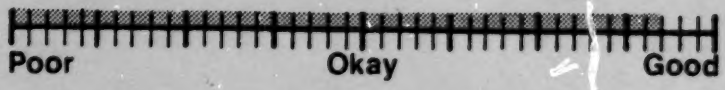
PRODUCTION OF MATERIALS

RATING*

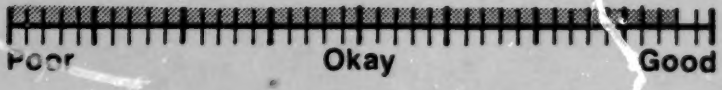
AUDIO



AUDIOVISUAL



GRAPHIC



PHOTOGRAPHIC

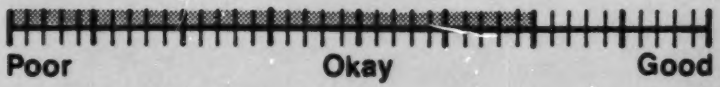
VIDEO

STUDENT EVALUATION OF SERVICES —

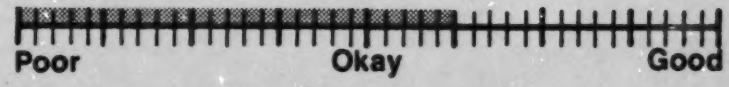
LIBRARY COLLECTION

RATING

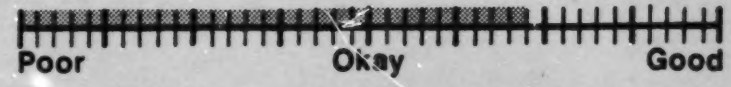
AV MATERIALS



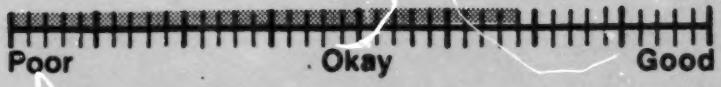
MICROFORMS



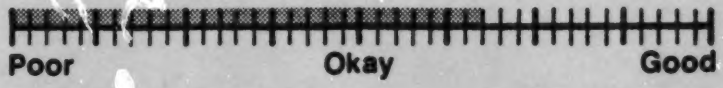
CAREER MATERIALS



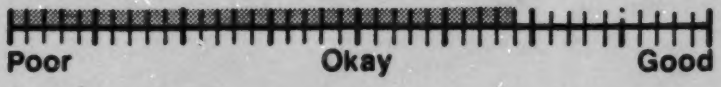
REFERENCE WORKS



RESERVE MATERIALS



PERIODIC INDEXES



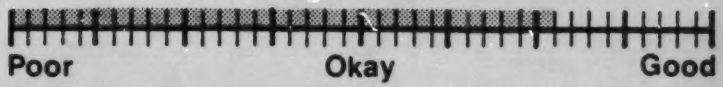
SURVEYS DISTRIBUTED TO ONE CLASS IN EACH ACADEMIC DIVISION. 310 SURVEYS RETURNED .

STUDENT EVALUATION OF SERVICES —

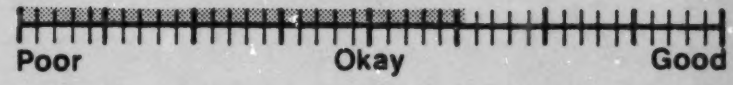
LIBRARY COLLECTION

RATING*

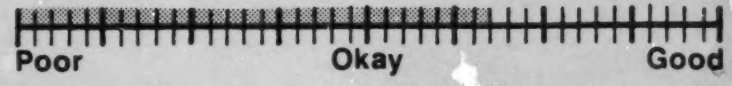
MAGAZINES



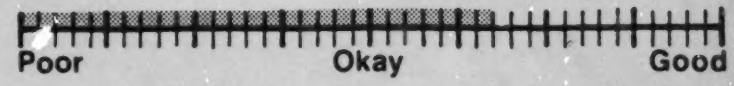
NEWSPAPERS



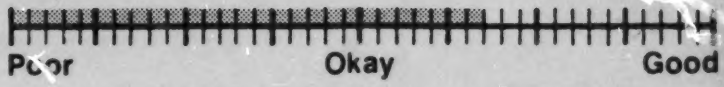
BOOKS FOR CLASS ASSIGNMENTS



BOOKS FOR ENJOYMENT



COURSE TEXTS

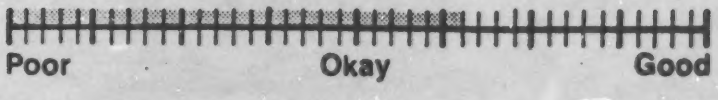


STUDENT EVALUATION OF SERVICES —

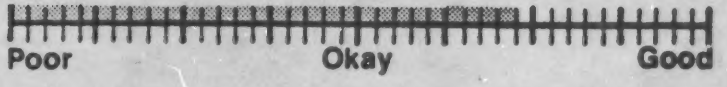
GENERAL

RATING*

LIBRARY ENVIRONMENT

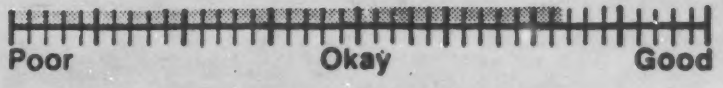


LIBRARY REFERENCE DESK

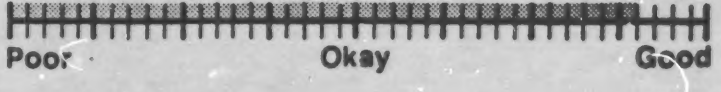


ENGLISH IA LIBRARY WORKBOOK

TEACHERS ENCOURAGE LIBRARY USE



HELPFULNESS OF LIBRARY STAFF



PART IV

Accreditation Subcommittee

Description of the Learning Resources Program

The sub-committee working on Standard Six, Learning Resources would like to acknowledge at the outset of this report the use of a unique document being piloted at Cuesta College for accreditation processes. It is entitled an Assessment System for the Evaluation of Learning Resources Programs in Community Colleges developed by Robert J. Simas. The surveys on pages 32 and 33 of the Assessment System were distributed to faculty and students at Cuesta College. The faculty survey was distributed to 202 faculty members; this included full time, part time, evening division and off-campus members. Returns of 135 were received. Not all faculty responded to all items on the survey. A faculty member from each of the academic divisions was asked to survey one class using the student survey which was converted to a format which allowed responses on a Scantron form. This was tabulated by data processing. Returns of 310 were received. Not all students involved responded to all items on the survey.

This sub-committee would also like to acknowledge the great amount of work involved by Library faculty and staff to complete the information required by the Assessment System tool. It greatly facilitated data gathering and evaluation.

Sub-Committee

Colleen Ehrenberg, Chair

John Bowen

Glennadene Dovey

Ray King

George Rumore

Elaine Stade

STANDARD 6A:

All learning resources are sufficient in quantity, depth, diversity, and currentness to support all of the institution's educationl offerings at appropriate levels. The Learning Resources Center for Cuesta College is located in the center of the campus, in a "hub" of the wheel-like position in relation to the other campus buildings. It is the only two story building on campus. The first floor of this building houses some administrative offices, counseling services, the study center which includes tutorial services, the handicapped services center and media services. The study center including testing and tutorial services is part of the Learning Skills Center which is administered as a separate department. Within Cuesta's organizational chart the Learning Skills Center is not included in the Learning Resources area and will be reported on at length under the Standard dealing with Student Services. Media Services housed on the first floor is part of the Learning Resources Division. The second floor houses the library.

The Library is accessed by two sets of outside stairs on either side of the building. There is one elevator from inside the building on the first floor which is the only access for students or the public in wheelchairs. A set of electric doors have recently been installed on the first floor which enhances availability of the elevator to the Library for handicapped people.

Inside the Library is a pleasant facility with a total seating capacity of 322. There are large tables and chairs in the center of the room. Hard bound volumes and periodicals are in stacks on either side of the center reading areas. Around the perimeter walls there are study carrels, A-V carrels and study rooms. Specifically, there are 60 study carrels, 36 A-V carrels, 4 study rooms with a total of 52 seats, and a

typing room with 4 typewriters available for student use. The Reference Librarian's desk is in the center area easily accessible to all. One copying machine is located near the Reference Librarian's desk. The traditional card catalogue system is located right at the front of the library with all holdings catalogued by title, author and subject. The check-out or circulation desk is also at the front of the library. Any book or other learning resource placed on reserve by a faculty member is kept at the circulation desk. It is noteworthy that the ceilings in the library are very high. This was an aspect of future planning design, that a mezzanine be built around the outside walls that would accomodate additional stacks as the college enrollment grew.

Cuesta's Library owns 41,292 books, 977 periodicals, 302 of which are current subscriptions and 5,781 pamphlets, Government documents or reports either on paper or microform. Printed holdings total 48,352. Non-print holdings total 2,403. Hardward A-V equipment available for distribution includes 14 record players, 41 audio cassette players, 29 video cassette playbacks, 42 slide projectors, 33 16mm projectors, and 3 8mm projectors. Total assignable square feet of space available for learning resources is 27,500; of that 24,000 square feet is devoted to print materials and services while 3,500 square feet is devoted to A-V materials and services.

The total Learning Resources Program budget for the school year of 1984/85 is $44,100. Most of these monies will be spent for materials, supplies, film rentals and repairs. It is estimated about $15,000 will be available for acquisitions. The average cost of a new book in 1983/84 school year was $30.34 and the averge cost of a periodical was $50.23. In the past 5 years no money has been spent on replacement of equipment. Last year $2,400 was spent on new equipment. The total library budget for 1984/85 is $315,800 which includes salaries. This represents 2.98% of the

total institutional budget.

When district funding was greatly reduced, (as a result of Prop. 13) a serious effort was begun to find outside monies. As a result of this work a number of donations were received during the past six years. They include monies from the National Library of Medicine, the Wilshire Foundation, the Skaggs Foundation, the Associated Students of Cuesta College, the College Bookstore, Vocational Education Act monies, Higher Education Act monies and Friends of the Library. Friends of the Library was organized in 1980 to organize interested faculty, staff and community in supporting the Cuesta Library by raising monies and attracting bequests and gifts for the purchase of library materials and equipment. Members of the Friends sponsor and help with Cuesta's Annual Flea Market and Book Sale as well as other fund raising events.

Cuesta's Media Services is responsible for storage, installation, check-out, delivery, maintenance, and repair of audio-visual hardware, as well as ordering and scheduling rental films and videotapes. A wide range of audio-visual equipment is available for faculty and student use. All 149 classrooms and labs on campus can be darkened for A-V projection purposes. One hundred forty of the classrooms have projection screens in place and 53 have closed-circuit TV outlets.

Media Services develops and duplicates audio, video, photographic and graphic materials and multi-media programs to support instruction, curriculum development, promotion and publications. An audio recording room, a small video recording room, editing and post-production facilities and portable video production equipment are contained within this department.

Computer assisted instruction is provided by several different departments on Cuesta's campus. Business Education teaches computer science including programming. There are several mini-computers in the

tutorial lab and in handicapped services for student use. Selected departments have mini-computers available to students with selected software and faculty assistance. At present the library has two mini-computers for student use. CAI will be incorporated in the reports from these other areas under different Standards.

APPRAISAL

Guidelines recommended by the Academic College Research Librarians (ACRL) a division of the American Library Association (ALA) were used as a measuring stick in assessing Cuesta's Learning Resources Program. The criteria set by this professional organization is widely accepted by libraries state and nation wide. Results of the faculty and student surveys were also used in evaluating the LR Program.

TABLE I

H = High
G = Good
M = Minimum

SPACE REQUIREMENTS

FTE Students	Level	Print Materials & Services	AV Materials & Services	Related Instructional Services	Total Assignable Area(ft)
3,000 - 5,000	H	18,238	11,788	1,543	31,569
	G	15,668	9,219	1,310	26,197
	M	13,098	6,649	1,070	20,817
Cuesta		24,000	3,500	0	27,500

The above table shows that Cuesta has a good amount of total assignable area devoted to Learning Resources. It should be noted that in regards to the individual categories AV materials and services are in some instances located and used in the same areas as print materials and services so that there is overlap in actual assigned square feet. There is definite space delegated to related instructional services such as the tutorial lab which

has AV material and CAI with software. Within Cuesta's organizational chart this comes under Student Services.

The following table addresses the collection size of Cuesta's holdings.

TABLE 2

H = High
G = Good
M = Minimum

COLLECTION SIZE

FTE Students	Level	Current Current Periodical Subscript	Other Written Materials	Film & Video	Other Recorded Materials	Other	Total
3,000 - 5,000	H	900	90,000	1,050	7,500	3,500	102,950
	G	700	70,000	700	5,350	2,350	79,950
	M	500	50,000	350	3,200	1,200	55,250
Cuesta		302	48,050	180	1,034	1,027	50,755

Clearly Cuesta's holdingsfall below the minimum recommended. As acquisitions are made emphasis should be given to periodical subscriptions. These require stack space which eventually will affect space requirements as illustrated in Table 1. Films (16mm) at Cuesta are rented rather than purchased. They are readily available through the Tri-Counties Interlibrary Film Loan and this is a more cost-efficient way of filling the need for this Learning Resource. Therefore that category will remain low in terms of purchased films.

The next two tables depict faculty ratings of library holdings. Table 3 is the response to faculty ratings of library book holdings and table 4 shows their response to periodical holdings.

Table 3 (n=83)

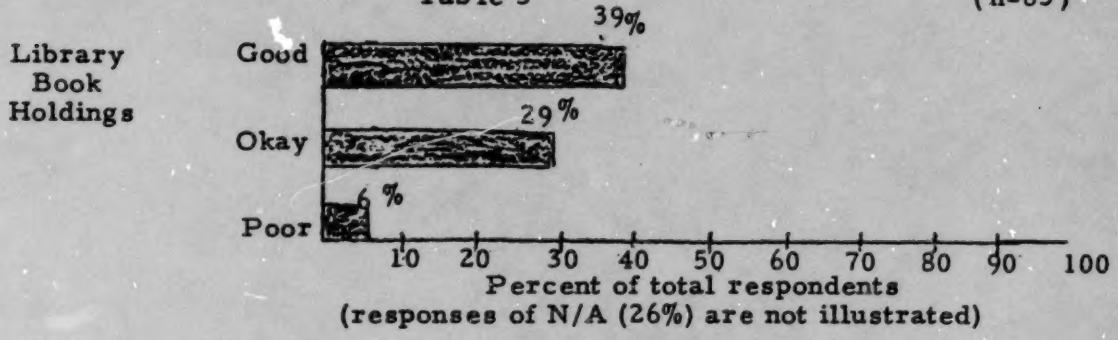
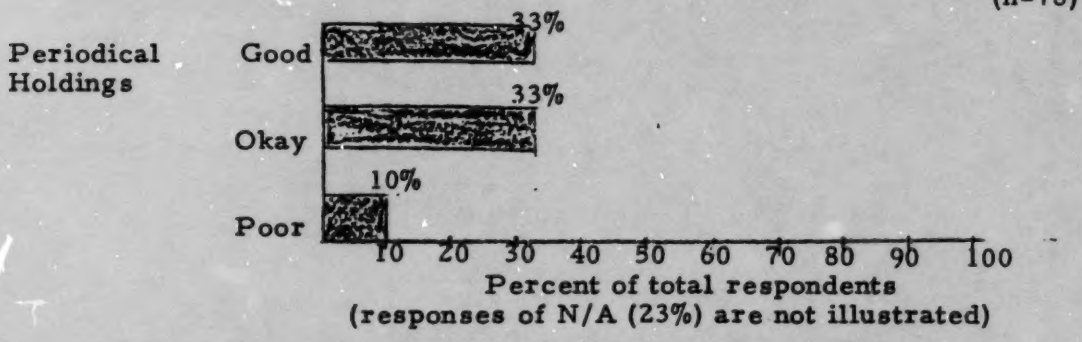


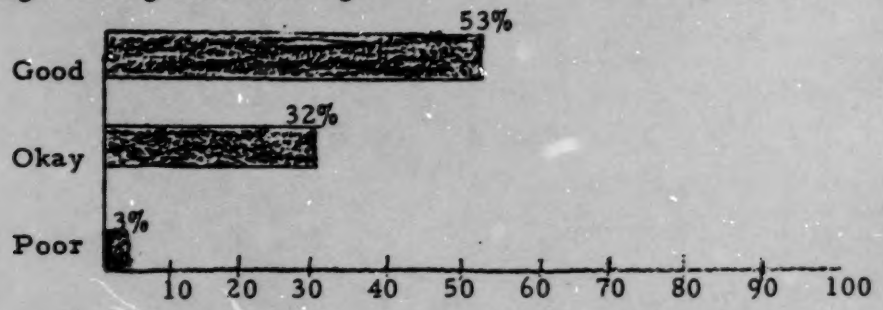
Table 4 (n=78)



Tables 5 and 6 illustrate selected student responses to library holdings. Table 5 shows the response of student ratings of magazines in the library. Table 6 is the response rating overall books and magazines held in the library.

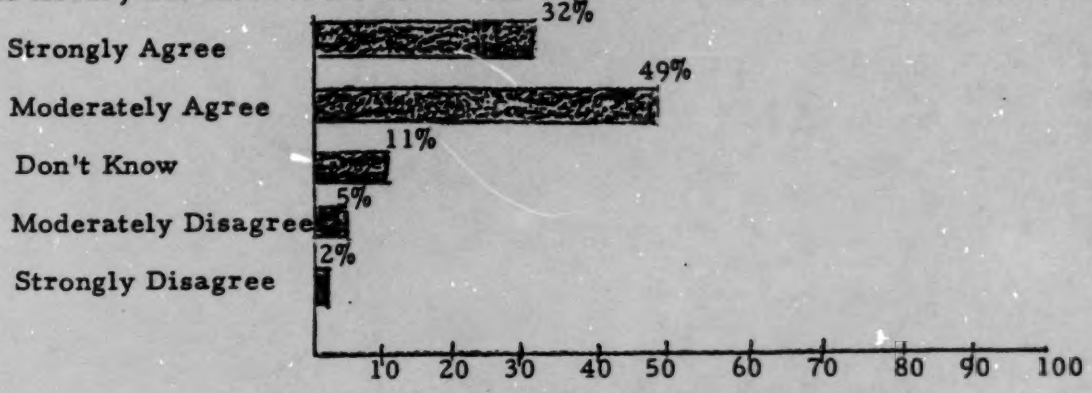
BEST COPY AVAILABLE

Table 5
Student Ratings of Magazine Holdings (n=274)



Percent of total respondents
(responses of N/A (12%) are not illustrated)

Table 6 (n=292)
The library has most of the books and magazines I need for coursework.



Percent of total respondents

Overall Tables 3, 4, 5 and 6 indicate that over sixty percent of the faculty and students surveyed find the library holdings acceptable for their needs at this time.

Hardware equipment available for distribution was also assessed using the recommended guidelines of the ACRL/ALA.

Table 7

H = High
G = Good
M = Minimum

EQUIPMENT FOR DISTRIBUTION

Uses/yr.	Level	16mm Projectors	Super 8mm Projectors	Video Cassette Playbacks	Slide Projectors	Audio Cassette Players	Record Players
101 - 1000	H	24	14	24	49	99	24
	G	17	12	17	37	75	17
	M	10	10	10	25	50	10
Cuesta		33	3	29	42	41	14

The column "Uses/yr." (101 - 1000) was arbitrarily selected. Some equipment is used less than that and some is used more. Priority is given to acquiring equipment demanded for newer technology such as the video cassette playbacks.

Table 8 shows the faculty rating regarding AV equipment availability and Table 9 is the faculty rating regarding AV maintenance.

Table 8

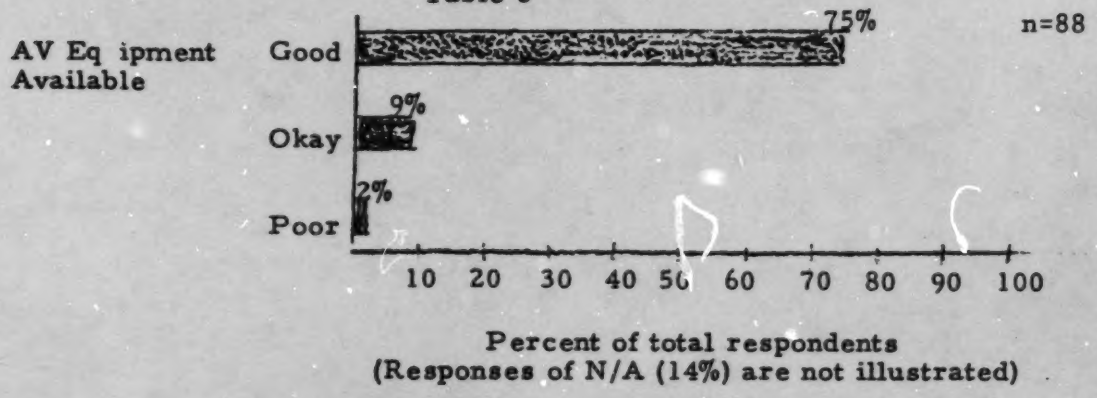
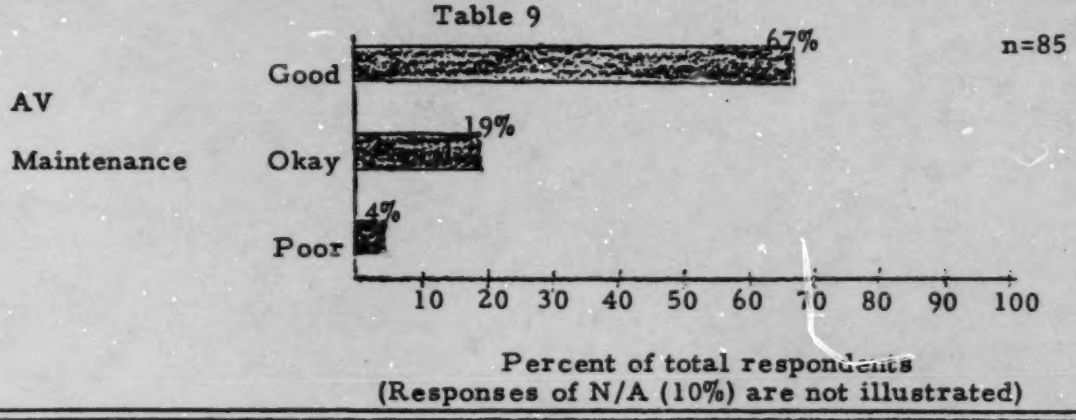


Table 9



Overall Tables 8 and 9 indicate that over eighty percent of the faculty surveyed found the AV equipment and its maintenance acceptable.

Assessment of the Learning Resources Program budget clearly indicates austerity. This is in no way reflective of a lack of committment to excellence in that program by the district, Board of Trustees, college administration or faculty and staff of the program. It does reflect proportionally budget cuts college wide. Much of the budget is consumed by expensive constants. Such items as the yearly updates to the Readers Guide and the Periodical Indexes are costly items a Library must have to operate. Therefore fund raising activities for outside sources will continue to be a fact of life. One significant factor that

must be constantly weighed and measured is the amount of professional time devoted to fund raising activities at the expense of time needed for administering the LR program itself. The Learning Resources Association of California Community Colleges recommends a 7 to 12% allotment of the total institution budget. This figure is for LR programs which include tutorial services and CAI. For a program such as Cuesta's 5% would be a reasonable guideline. This is about one half of what is presently allotted.

Appraisal of the use of Media Services reveals that most of the use is related to film rentals and equipment use. Equipment use has already been reported on and film rental will be included under Standard 6 c. The faculty survey also requested responses on use of and ratings regarding audio production, audiovisual production, graphics production, photographic production and video production. Table 10 is a combination of these five areas in terms of faculty use. Table 11 shows the combined ratings of these five areas.

TABLE 10

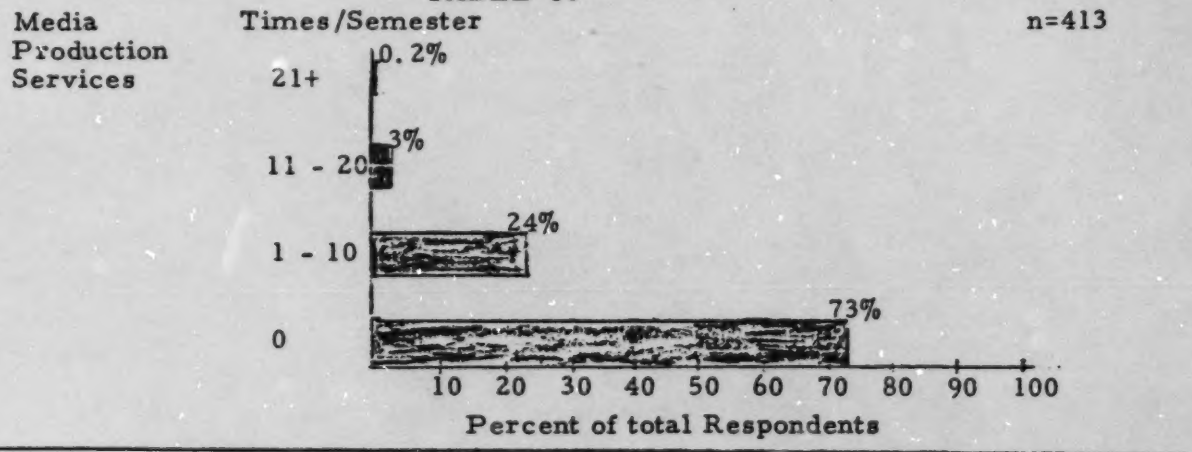
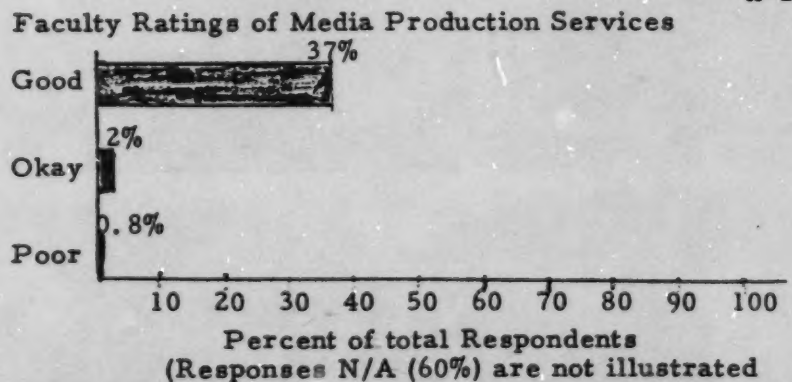


TABLE 11



BEST C. AVAILABLE

Media production services may represent something of an untapped resource. It appears to be under utilized. The ninth item on the faculty questionnaire asks for overall use of and rating of the library media services performance. Tables 12 and 13 illustrate results of those who responded to that item.

TABLE 12
Overall Library Media Services Performance n=55

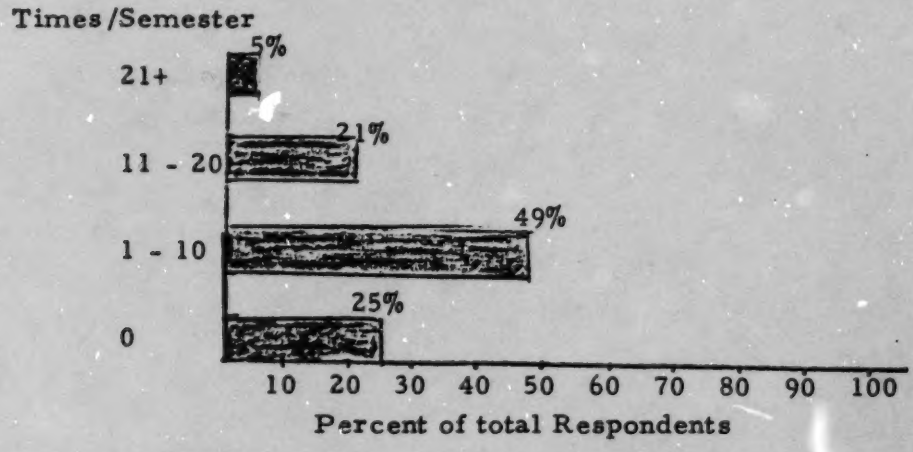
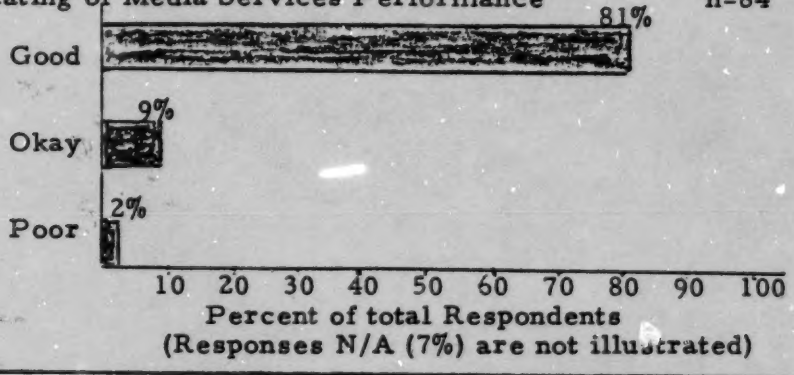


TABLE 13
Faculty Rating of Media Services Performance n=84

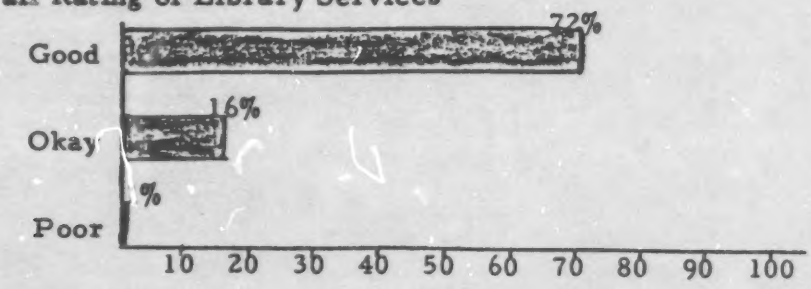


Tables 14 and 15 illustrate faculty's overall rating of the Library services and students' overall rating of those same services.

TABLE 14

n=79

Faculty Overall Rating of Library Services

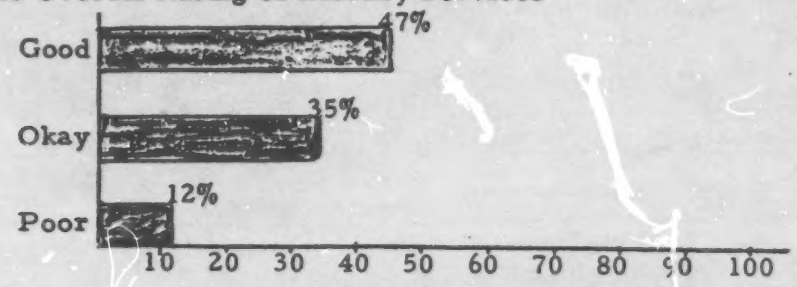


Percent of total Respondents
(Responses N/A (10%) are not illustrated)

TABLE 15

n=286

Students Overall Rating of Library Services



Percent of total Respondents
(Responses N/A (6%) are not illustrated)

Over eighty percent of the faculty and students surveyed found the Library Services acceptable for their needs at this time.

Several times in this report it has been mentioned that tutorial services are not a part of the Learning Resources Program. Organization of these services under two different departments works effectively at Cuesta. However a discrepancy exists in the organizational chart itself. The organizational chart circulated as current in the faculty handbook dated 1981-1982 shows the Study Center and Handicapped Services as separate services reporting to the Dean of Instruction for Occupational Education and Special Programs. The Learning Skills Services organizational chart dated 1984 - 1985 shows this as one service which includes tutorial services, handicapped programs, Learning skills and assessment services and vocational education liason services and reporting directly to the Vice-President of Instruction. A rather cursory interview with the Learning Skills Services

Director indicates this is a dynamic program that is piloting a number of innovative programs in the state of Calif. It fills a number of real student needs at Cuesta. In order to receive better communication from other divisions and ultimately better serve their students this Service might best be placed in one of the academic areas as the other divisions and services are located. Obviously, this should be done with consultation with the faculty and staff of this service who have the best knowledge of where they would best fit in. At least the discrepancy should be reviewed so that the organizational chart can be corrected to reflect accurately the institution's organization.

PLAN

The library moved into its present building, which was new at that time, nine years ago. The usual housekeeping maintenance chores such as paint and clean up will need to be addressed. As acquisitions are brought up to at least minimum guideline recommendations space will become a concern. The need for completing the mezzanine will become more urgent. Some discussion has occurred about moving the Art Gallery to the performing arts auditorium on the old campus. If and when this occurs, plans are to convert this space to a popular reading area. Hopefully, the financial picture for community colleges will be improving. As that occurs the Learning Resources budget should be increased. Acquisitions will certainly be a priority. The collection size needs to be increased in terms of periodicals, books and audiovisuals. At some point in the future the Media Production services would like to acquire typesetting capability.

Long range plans include acquiring an on-line catalog and a computerized circulation system in an integrated package using commercially available software and state of the art hardware. This would include terminals for the public and for staff. This will be an expensive service to acquire but will pay for itself in time. It will expand and enhance information exchange, time required for searches etc. and even physical space required. Cuesta is a small college in a rather isolated, rural area so it is most imperative that it maximize its information exchange capability. Future plans also include subscribing to data bases such as DIALOG And MEDLARS.

STANDARD 6B:

There is an organized procedure for the selection and evaluation of learning resource materials.

DESCRIPTION

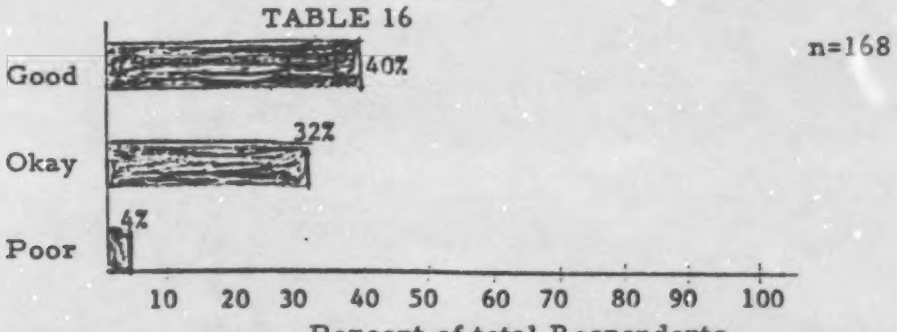
A major effort of the library faculty and staff is the selection and organization of new materials as acquisition money is available. This is accomplished in a variety of ways. The Director of the Library attends selected division meetings review needs and discuss common concerns. Lists of new materials ready for circulation are distributed to all faculty. Consultation by request is always available regarding new materials needed including print, AV materials and AV equipment. Research assistance is readily available to both faculty and students which sometimes identifies a previously unknown need. An evaluation form is completed by anyone who previews a new film or other AV material so that that data is on hand when acquisition needs are reviewed.

Overall requests for new acquisitions reach the LR program by a filtering up process that originates in one of the various divisions. Each division has their own method of identifying LR needs. These often arise from student requests. Most divisions solicit student input in some way when indentifying LR needs. At this time there is no one formalized procedure in place for the selection and evaluation of learning resource materials.

APPRAISAL

The informal process operating at Cuesta for selection of LR materials seems to be satisfactory for faculty needs at this time. This conclusion is made based on the results of the faculty survey combining the questions, "do we buy the books you need?" and "do we buy the AV materials you need?" Table 16 depicts the results.

TABLE 16



The lack of a formalized procedure does present something of a problem in terms of evaluating LR materials. The Library Director has to make a plea to the division chairs to urge their faculties to come to the Library and review holdings in their division or area of expertise. This results in degrees of arm twisting behaviors in order to accomplish some form of LR materials evaluation and/or review.

PLAN

There is no specific plan at this time to create a formalized procedure for selection and evaluation. The plan to achieve on-line computer capability would essentially accomplish that process. Printouts of inventory with collection analysis could be sent to the various divisions for faculty recommendations in their individual areas of expertise.

Learning resources are readily available and used by staff and students both on and off campus.

The Learning Resources Center is open from 7:30 a.m. to 8:45 p.m. Mon. through Thurs., and 7:30 a.m. to 4:30 p.m. on Fridays. It is closed on Sat. and open on Sun. from 11:00 a.m. to 6:00 p.m. The Sunday hours are made possible through funds provided by the Associated Student Body. These hours are published each semester in the Library Update that is circulated to all faculty. The hours are also published in the Friends of the Cuesta Library Newsletter that goes to many people in the community.

Media Services is open from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m. every weekday. Materials are picked up and returned to this office by the individual instructor. AV availability was described and appraised under the 6A standard. The reader is referred to the information related to Tables 7, 8 & 9 in the 6A section.

Cuesta operates two off-campus centers. One in the north county at Templeton Unified School District and one in the south county at Lucia Mar Unified School District. Each off-campus center has a Cuesta Coordinator and a clerk to assist the instructors and students with learning resources during instruction time. Equipment for instructional support at the Templeton Center is purchased and maintained by the main campus Media Services Center. This equipment is on site at Templeton and available at all times. However the software such as films must be picked up and returned by the off-campus instructor to the main campus. At the south county center instructional support equipment needs are furnished by Lucia Mar Univied School District. The equipment at both centers is checked each day by the clerk or coordinator to assure it is in operational status. Any special equipment needs may be checked out by the instructor at the main campus.

At the present time, there are no library facilities available to the off-campus centers. The classes that require library research must use city, county, Cuesta main campus or Cal Poly libraries.

The LR faculty provide several activities to assist the public, students and faculty. A credentialed librarian is always available for individualized instruction in the use of resources and help in finding answers. Class orientations in search strategies are available as requested by the instructor. Self instructional AV programs are available that include: a) Orientation to the Library, b) Library Walking Tour, c) Using the Reader's Guide, and d) Nursing Indexes. The Bachelor of Science Nursing Program offered through California State University Consortium uses Cuesta's Library as a local learning resource center for their nursing students. Interlibrary exchange and borrowing is available and research assistance including preparation of selected bibliographies and guides to curriculum can be provided upon request.

APPRAISAL

The current operating hours were established because they maximize use of the library according to past library records. The Sunday hours provided by student body funds have been well used by students and the community. Each year the Cuesta library issues about 500 library cards to the community. Whole families have been observed by library staff using learning resources at Cuesta.

As was stated earlier one of the major uses of Media Services by faculty is for film rental. Table 17 illustrates the use of that service per semester by the 89 faculty who responded to that item. Table 18 shows the faculty rating of that service by the 69 faculty who responded to that rating item.

TABLE 17

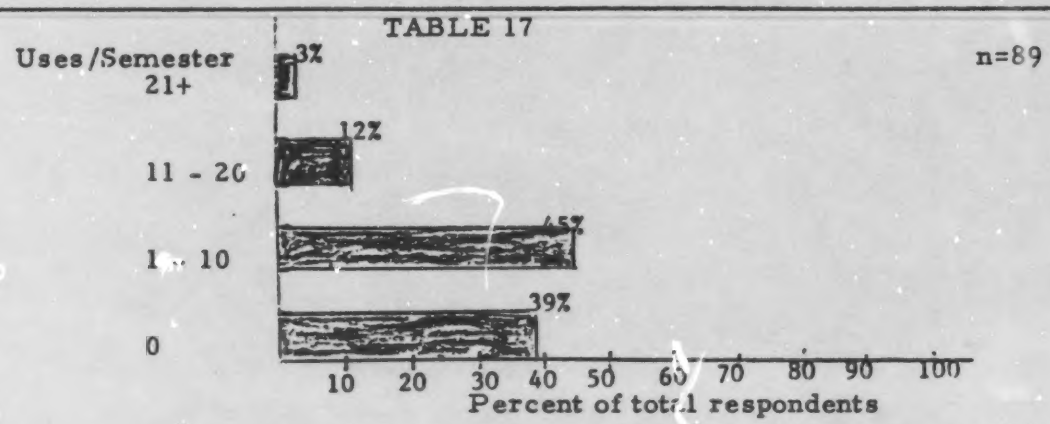
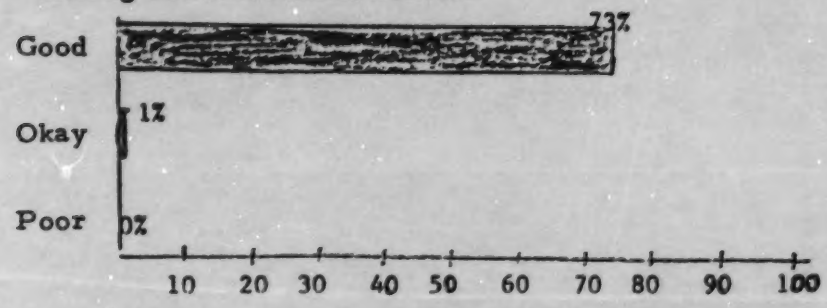


TABLE 18
Rating of Film Rental Service n=69

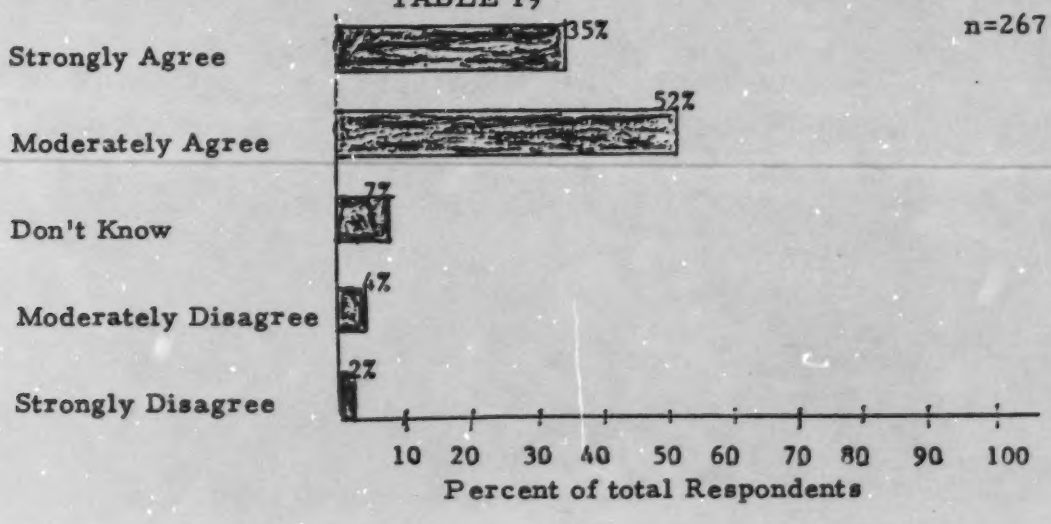


Percent of total Respondents
(Responses of NA (26%) are not illustrated)

The off-campus Coordinators report that Learning Resources in terms of hardware equipment is sufficient to meet the needs of the instructors and students at this time. Lack of delivery service for films etc. to off-campus sites creates a real inconvenience for off-campus instructors. Perhaps some of the Poor ratings in the Media availability survey stem from this inconvenience. As the offerings at the off-campus sites are increased these kinds of needs will have to be addressed. The need for library services off-campus will also need to be addressed.

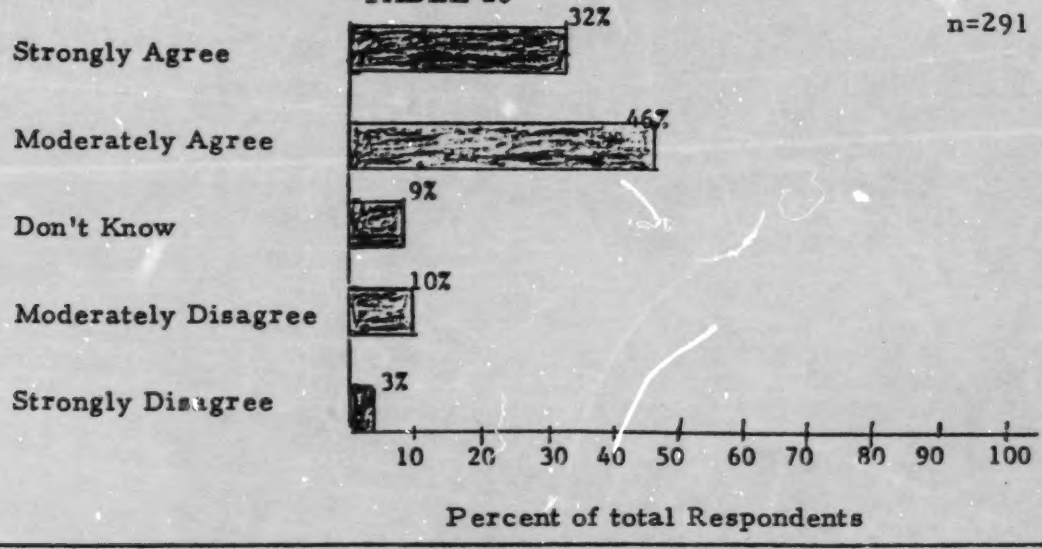
Students seem to find the Learning Resources readily available. Table 19 illustrates surveyed student responses to the statement "Facilities within the library are easy to find and easy to use."

TABLE 19



The majority of students surveyed also perceive that they are encouraged to use the library. Table 20 shows responses of 291 students to the statement, "My instructors, in general, encourage students to use the library."

TABLE 20



PLAN

At this time there are no plans to increase the library hours. Even if funds were available to open the library on Saturdays it would conflict with the overall energy conservation plan for Cuesta. All buildings are closed on the weekends

There are some plans to increase off campus access. A new librarian has recently been hired by the Templeton school district. This provides a mechanism to assure some accountability for resources placed in that site. The Cuesta LR Director is planning to explore options for increasing library access in that area.

Again, gaining on-line computer capability will enhance LR accessibility at off-campus sites. A computer terminal placed at the off-campus sites would greatly improve library support for those areas.

STANDARD 6D:

A professional staff with pertinent expertise is available to assist users of learning resources.

DESCRIPTION

At this time the LR staff is comprised of 3.6 professional or certificated people and 9.5 support or classified personnel. The reader is directed to the job/descriptions qualifications for these positions. The various members of the LR faculty and staff meet their individual required qualifications. Beyond that they have individual expertise which complement a full LR Prgram. One librarian has AV expertise, and one has technical services expertise. The third position is Director of the LR Program. Support personnel also include areas of expertise such as production specialist and AV technicians including repair services.

The LR staff provide a number of services that have not already been mentioned. Orientations to new instructors and students. Consultation and instruction in effective use of audiovisual equipment. They will also help faculty know library facilities useful to their classes by preparing bibliographies, including film lists, and reporting what materials are available. Research assistance is available to faculty and students.

APPRAISAL

Guidelines for LR staffing are recommended by the ACRL/ALA. Table 21 is a comparison of how Cuesta's LR staffing measures to the guidelines.

H = High
G = Good
M= Minimum

TABLE 21

STAFFING

FTE Students	Level	Professional	Support	Total
3,000 - 5,000	H	8.5	27	35.5
	G	6	18	24
	M	3.5	9	12.5
Cuesta		3.6	9.5	13.1

Cuesta is operating at 0.6 over the minimum number of staff recommended for a school its size. As was mentioned earlier a good deal of the Director's time is devoted to fund raising activities. The production specialist also spends a fair amount of his time developing flyers, posters etc. promoting fund raising activities. This is time taken away from the LR program itself. Results of Table 10 indicate that Media Production is under-utilized at Cuesta. If this untapped resource were tapped at this time the LR staff would have a very difficult time responding to the demand.

Cuesta faculty perceive the LR staff as very helpful and capable. It is noteworthy that the faculty surveys were returned with a number of hand written comments complimenting a specific person or service. Further, several of these comments ackowledged that any deficiencies experienced were caused by lack of funds and not lack of expertise or professionalism on the part of the LR staff. As an example Table 22 is a response to the number of times per semester the information/research librarian was used. Table 23 illustrates faculty rating of that service.

TABLE 22

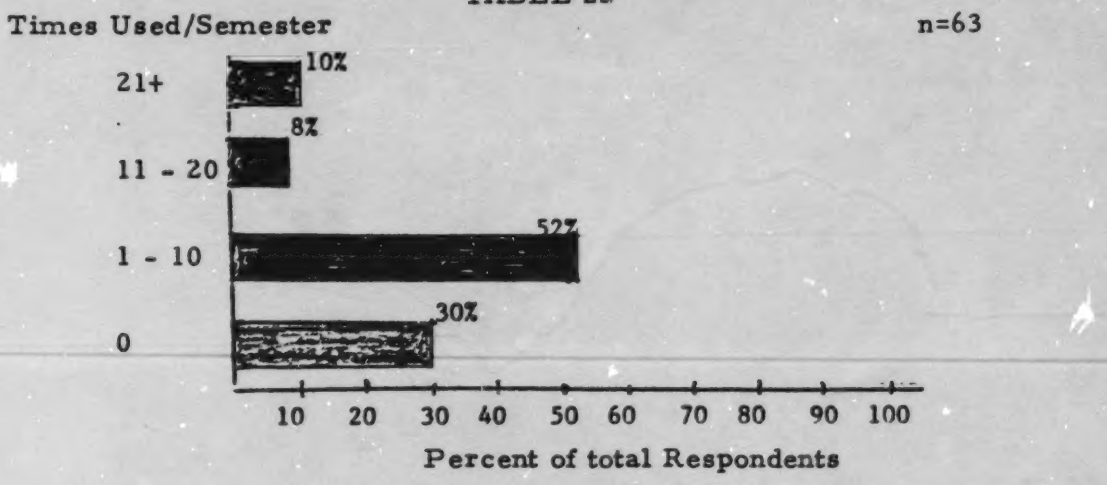
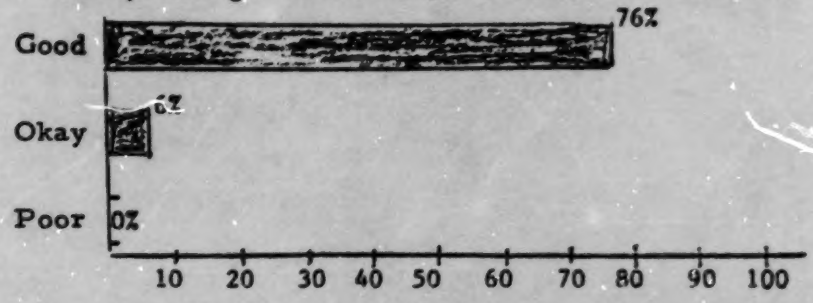


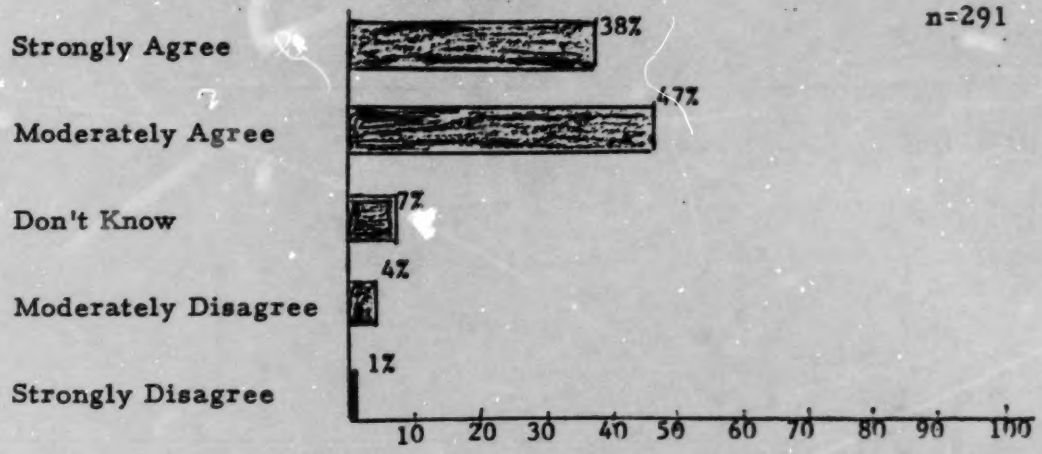
TABLE 23
Faculty Rating of Research/Information Assistance n=86



Percent of total Respondents
(Responses of NA (18%) are not illustrated)

The majority of students surveyed also appraise the LR staff as helpful.

TABLE 24 n=291



Percent of Total Respondents.

PLAN

There is no specific plan at this time for changes in terms of staff. As the budget picture improves additional staff will be hired. The first priority is to increase the media production staff. There are plans to get all LR staff computer user knowledgeable.

SUPPLEMENTAL DOCUMENTS

Assessment System for the Evaluation of Learning Resources Programs in Community Colleges by Robert J. Simas

Guides to Library Resources - 10 specific topics, separate documents

Bibliographies - 57 specific topics, separate documents

Periodical Holdings List

Audiovisual Holdings List

Library Hours

Library Update

Library Brochure

Here's to Your Health Brochure

Modern Language Association Style Sheet

Expanding Horizons

Friends of the Library publications

Video Programs Brochure

Library Rules and Regulations

Library Annual Report

Tri-County Film Cooperative Catalog

Faculty Handbook

Request forms for
- Instructional Media Production
- Film Rentals
- Equipment Repair
- Equipment Use

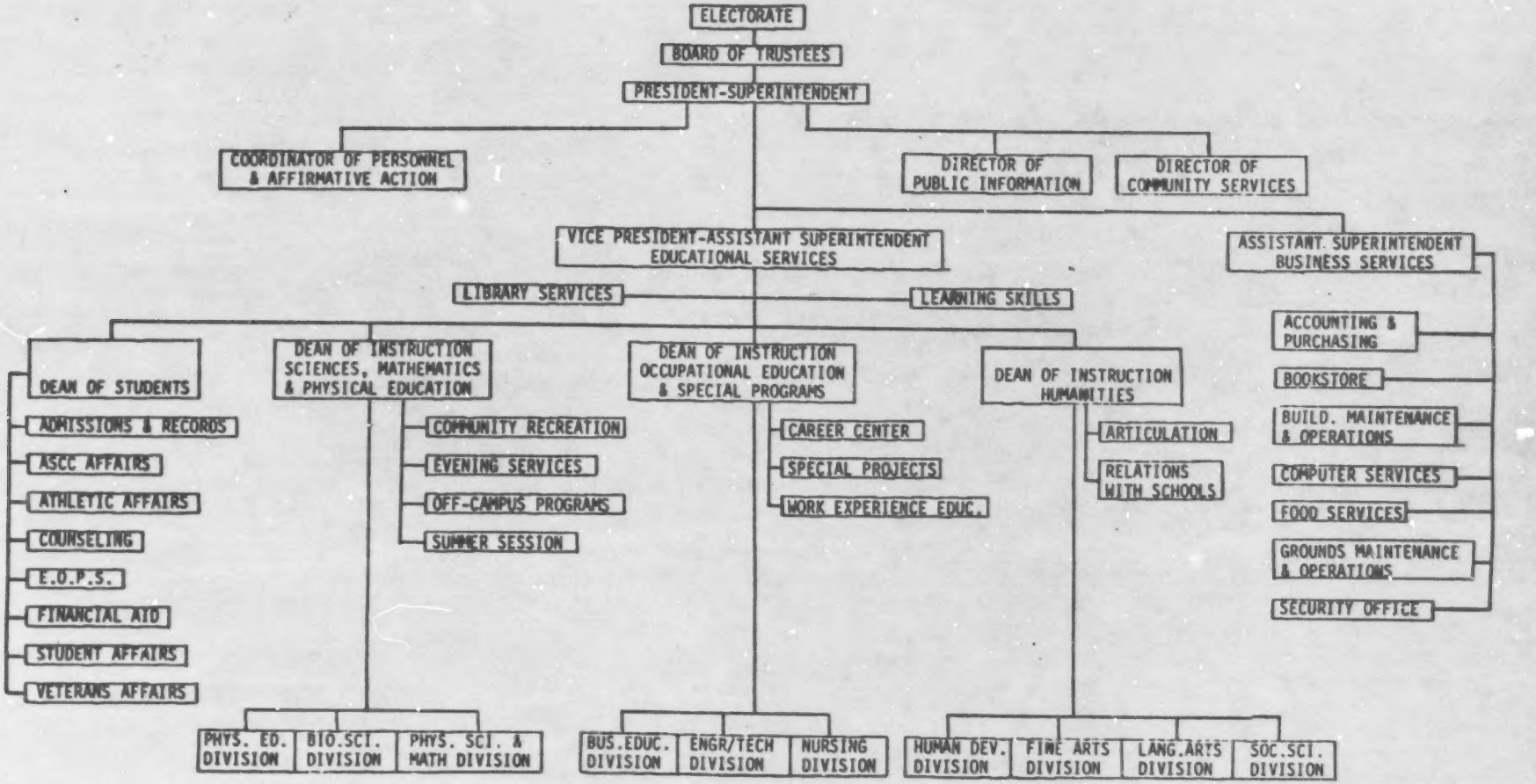
Job Descriptions:
- Librarians
  - Director
  - Technical Services
  - Public Services
  - Learning Center
  - Reference
- Electronics Maintenance Man
- Media Production Specialist
- Library Clerk I
- Library Clerk II

APPENDICES

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT
CUESTA COLLEGE

ORGANIZATIONAL CHART

1985-86



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2/5/85

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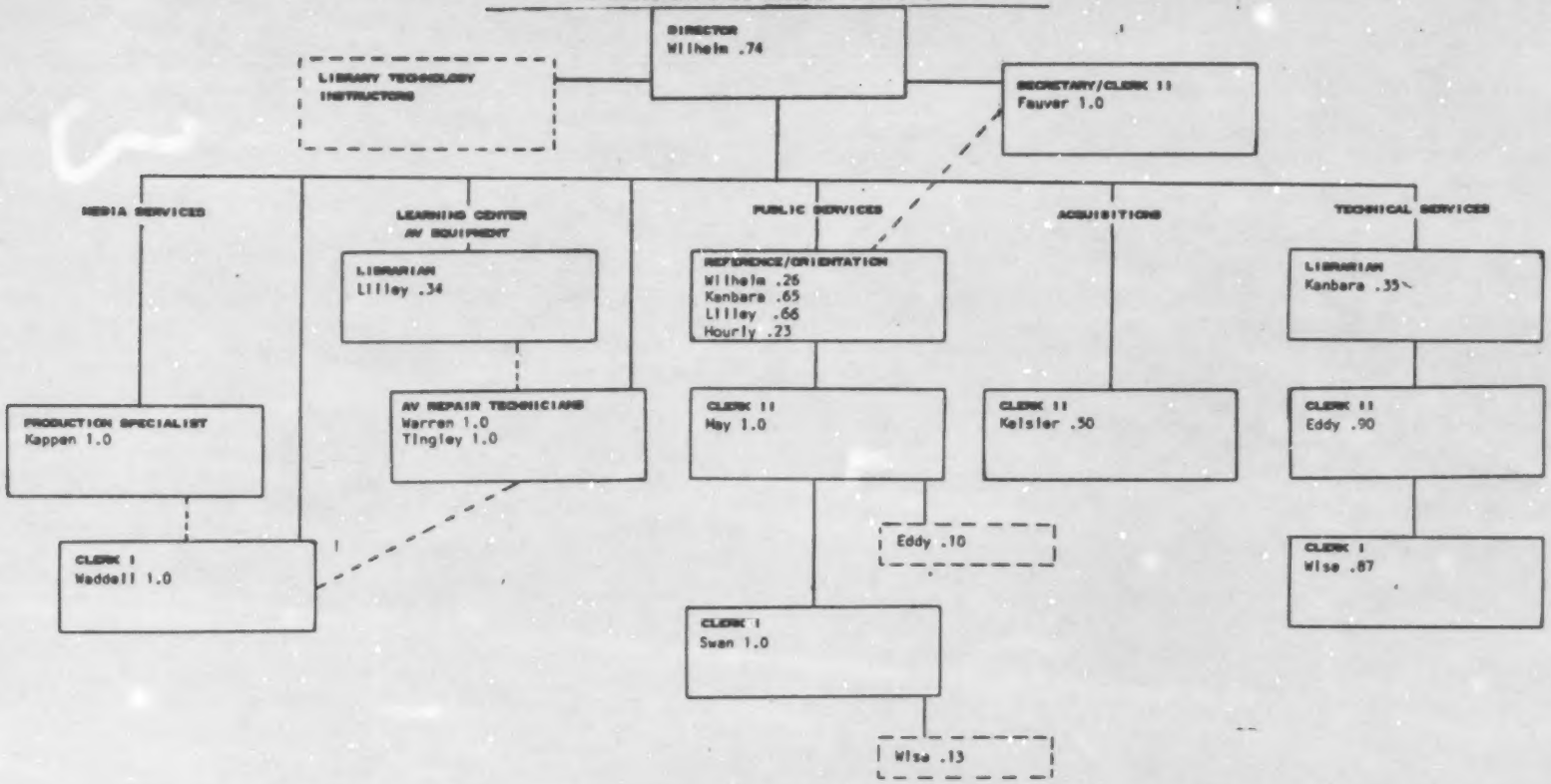
CUESTA COLLEGE LIBRARY LEARNING CENTER

ORGANIZATION CHART 1984-5



DEPARTMENTAL FUNCTIONS

MEDIA SERVICES

Film and AV equipment loans, AV previews, production of AV materials. Receives AV equipment repair work orders. A staff use facility.

LEARNING CENTER/AV EQUIPMENT

Professional and technical assistance to faculty and students for total library support of instructional program. Consultation on AV hardware and software selection and utilization. Distribution of AV programs to library stations and classrooms. Maintenance and repair of college AV equipment. Instruction in use of AV equipment for students, faculty, and community. Independent study courses. Group viewings.

PUBLIC SERVICES

Direct assistance to students, faculty and community. Instruction in effective use of library resources to individuals and groups. Loans of books and other materials. Maintain complete record of borrowers and follow-up for return of materials. Keep all library materials in proper order. Obtain materials from other libraries.

TECHNICAL SERVICES

Catalogs, classifies and processes all library materials for circulation. Prepares and maintains all files, c alogs and records to enable the public to locate materials. Inventories all library materials.

ACQUISITIONS

Orders and receives books, supplies and other materials. Maintains and processes continuations, serials and gifts.

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Director of the Library Learning Center 3272

The Director of the Library Learning Center shall be recommended by the President-Superintendent for appointment by the Board of Trus. es. The Director shall be directly responsible to the Vice President-Assistant Superintendent, Educational Services.

Duties of the Director of the Library Learning Center

1. Provide leadership and be responsible for the promotion, coordination, development, supervision, and administration of all aspects of the library learning center program, including audio visual materials and services.

2. Provide for an on-going evaluation of the library learning center's program and recommend policies and procedures for its growth and development.

3. Coordinate the functions and services of the library learning center to the entire college program.

4. Participate in the selection and recommendation of employment of library learning center personnel.

5. Supervise and evaluate both probationary and permanent staff in accordance with the board rules and regulations.

6. Provide for the professional growth of the library learning center staff and be cognizant of latest developments in the library learning center field.

7. Prepare the annual budget of the library learning center.

8. Assist in the preparation of federal and state projects for the improvement of instruction.

9. Plan and provide for the development of the library collection to support the college curriculum and continuing education for the college community.

10. Communicate with faculty to bring about an understanding of library learning center goals and objectives, and encourage their participation in the development and review of the library learning center collection.

11. Keep abreast of currently produced resources and bring to the attention of individual faculty those materials pertinent to present college curriculum.

12. Establish continuing communication with faculty and provide leadership in the appropriate utilization of educational technology in the college's instructional program.

13. Provide for the maintenance and repair of campus-wide audiovisual facilties and equipment including closed-circuit television and other instructional support systems.

14. Work cooperatively with Division Chairmen in the development of independent study materials.

15. Serve as a member of the Administrative Council, Curriculum Committee, Library Committee, and other committees as assigned.

16. Provide for an annual inventory of all library and audiovisual materials.

17. Submit an annual report to the Vice President-Assistant Superintendent, Educational Services and provide other reports on the library learning center as requested.

18. Evaluate and recommend participation in local, state, and national cooperative systems and, upon board approval, coordinate any agreements entered into.

19. Coordinate library technology program.

20. Interpret the services and needs of the library learning center to the college community.

21. Perform additional services as requested by the Vice President-Assistant Superintendent, Educational Services.

(Revised 11/13/79)

Librarian - Technical Services 3272.1

The Technical Services Librarian shall be recommended by the President-Superintendent for appointment by the Board of Trustees. The Technical Services Librarian shall be responsible to the Director of the Library Learning Center.

Duties of the Technical Services Librarian

1. Develop, direct, and supervise the program, facilities, and operations of the technical services department and coordinate its functions and services with the overall library learning center.
2. Provide for the continuous evaluation of the technical services department and recommend policies and plan for its growth and improvement.
3. Assist in the selection of technical services department personnel.
4. Provide for the supervision and evaluation of the technical services department staff.
5. Establish necessary procedures and manuals and provide supervision for the effective and efficient cataloging, classification, and processing of all library learning center materials and coordinate with the other librarians to facilitate their use.
6. Provide for the maintenance of public catalog, shelf records, authority files, and other listings as required.
7. Provide for the maintenance of statistics and prepare reports as directed.
8. Assist in the preparation of the library learning center budget.
9. Provide direct, individual guidance and assistance in the use of the library learning center to students, faculty, and college community.
10. Provide library learning center instruction to contribute to competency and independence in research.
11. Confer with teaching faculty to develop effective library learning center assignments and to recommend supplementary materials to enhance their classroom instruction.
12. Assist in evaluating, developing, and organizing the collection to support the college curriculum and continuing education for the college community.

13. Keep abreast of current production and publishing output and bring to the attention of teaching faculty new materials pertinent to present college courses and proposed curriculum.

14. Communicate with teaching faculty to bring about an understanding of library learning center goals and objectives, thus stimulating their participation in the development and review of the library collection.

15. Participate in overall administration of the library learning center by assisting in the development of immediate and long range library learning center program for faculty and students.

16. Display personal and professional characteristics as outlined under "Duties and Responsibilities of Instructors."

17. Perform additional duties as requested by the Director of the Library Learning Center.

(Revised 11/13/79)

Librarian - Public Services 3272.2

The Public Services Librarian shall be recommended by the President-Superintendent for appointment by the Board of Trustees. The Public Services Librarian shall be directly responsible to the Director of the Library Learning Center.

Duties of the Public Services Librarian

1. Develop, direct, and supervise the program, facilities, and operations of the public services department and coordinate its functions and services with the overall library learning center.

2. Provide for the continuous evaluation of the public services department and recommend policies and plans for its growth and improvement.

3. Assist in the selection of public services department personnel.

4. Provide for the supervision and evaluation of the public services department staff.

5. Supervise the circulation, reserve, reference, and library orientation operation of the library and coordinate with the other librarians in facilitating their use.

6. Provide for the maintenance of the public areas of the library learning center to create an atmosphere which is inviting and conducive to learning.

7. Plan and provide for library learning center exhibits and displays and work cooperatively with the Art Department in their use of the gallery area.

8. Assist in the development and use of independent study programs.

9. Provide for the maintenance of statistics and prepare reports as directed.

10. Assist in the preparation of the library learning center budget.

11. Provide direct, individual guidance and assistance in the use of the library to students, faculty, and college community.

12. Provide library learning center instruction to contribute to competency and independence in research.

13. Confer with teaching faculty to develop effective library assignments and to recommend supplementary materials to enhance their classroom instruction.

14. Assist in evaluating, developing, and organizing the collection to support the college curriculum and continuing education for the college community.

15. Keep abreast of current production and publishing output and bring to the attention of teaching faculty new materials pertinent to present college courses and proposed curriculum.

16. Communicate with teaching faculty to bring about an understanding of library learning center goals and objectives, thus stimulating their participation in the development and review of the library learning center collection.

17. Participate in overall administration of the library learning center by assisting in the development of immediate and long-range library learning center programs for faculty and students.

18. Display personal and professional characteristics as outlined under "Duties and Responsibilities of Instructors."

19. Perform additional duties as requested by the Director of the Library Learning Center.

(Revised 11/13/79)

Librarian - Learning Center Librarian 3272.3

The Learning Center Librarian shall be recommended by the President-Superintendent for appointment by the Board of Trustees. The Learning Center Librarian shall be directly responsible to the Director of the Library Learning Center.

Duties of the Learning Center Librarian

1. Provide up-to-date information and specifications on multi-media equipment and material needs of school; help evaluate, select, and purchase quality media hardware and software that will fill these needs; and provide for equipment standardization procedures on campus.

2. Provide opportunities for in-service programs for faculty and staff to promote professional growth through increased understanding and skill in the use of instructional materials and devices in the classroom.

3. Assist in development of innovative programs, aiding instructors and students in the learning process.

4. Measure and evaluate the new instructional innovations and their effects and application to classroom learning.

5. Assist in promoting public relations leading to an understanding of and support for the total school Learning Resources Program.

6. Supervise maintenance and repair throughout the campus of audio-visual facilities and equipment including closed circuit television and other instructional support systems.

7. Provide for regular servicing of learning center (main floor) equipment to ensure maximum availability and use.

8. Supervise and instruct the use of learning center equipment.

9. Set up specification and standards for purchase of multi-media hardware and software.

10. Assist in the development and use of independent study programs.

11. Provide for the maintenance of statistics and provide reports as directed.

12. Assist in the preparation of the library learning center budget.

13. Provide direct, individual guidance and assistance in the use of the library to students, faculty, and college community.

14. Provide instruction to contribute to competency and independence in research.

15. Confer with teaching faculty to develop effective library assignments and to recommend supplementary materials to enhance their classroom instruction.

16. Assist in evaluating, developing, and organizing the collection to support the college curriculum and continuing education for the college community.

17. Communicate with teaching faculty to bring about an understanding of library learning center goals and objectives, thus stimulating their participation in the development and review of the library learning center collection.

18. Keep abreast of current production and publishing output and bring to the attention of the teaching faculty new materials pertinent to present college courses and proposed curriculum.

19. Participate in overall administration of the library learning center by assisting in the development of immediate and long range library learning center programs for faculty and students.

20. Display personal and professional characteristics as outlined under "Duties and Responsibilities of Instructors."

21. Perform additional duties as requested by the Director of the Library Learning Center.

(Approved 11/13/79)

Librarian - Reference (Part-time, Evening Division, Weekend, Substitute) 3272.4

The part-time, evening division, weekend, substitute reference librarian shall be recommended by the President-Superintendent for appointment by the Board of Trustees. The part-time, evening division, weekend, substitute reference librarian shall be under the general supervision of the Director of the Library Learning Center.

Duties of the Reference Librarian (Part-time, Evening Division, Weekend, Substitute)

1. Provide for the immediate supervision of the library learning center, interpret established policies and procedures, and generally oversee the public operations of the library learning center during the absence of the director and other librarians.

2. Provide direct, individual guidance and assistance in the use of the library to students, faculty, and college community.

3. Provide library instruction to contribute to competency and independence in research.

4. Recommend policies, procedures, and programs that contribute to the improvement of the library learning center.

5. Display personal and professional characteristics as outlined under "Duties and Responsibilities of Instructors."

6. Perform additional duties as requested by the Director of the Library Learning Center.

(Approved 11/13/79)

San Luis Obispo County
Community College District

July 1973

ELECTRONICS MAINTENANCE

DEFINITION

Under general supervision of designated supervisor to repair audio-visual equipment used at the college; and to do related work as required.

EXAMPLES OF DUTIES

Does complete repair of sound and picture equipment on campus, including both mobile and fixed units; uses hand tools and electronic test equipment to locate and repair failures; completely strips down and repairs such equipment as 16mm sound movie projectors, tape recorders, phonographs, public address system, amplifiers, and microphones; trouble-shoots, repairs and provides routine maintenance on laboratory center, reading laboratories and language laboratory equipment; repairs television cameras and video recorders; receives inspects, identifies and tests all new audio-visual equipment; maintains inventory and repair records for all College A-V equipment; develops budget for all repair parts and purchases parts to maintain A-V equipment; recommends replacement of A-V equipment and advises on new equipment to be purchased.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic electronic theory and practices;
- Tools, materials, and equipment used in the repair and maintenance of electronic equipment;
- Proper procedures for the repair, overhaul, and maintenance of a variety of audio-visual equipment;
- Safety precautions to be observed in the maintenance of electrical equipment.

Ability to:

- Perform skilled work in the repair, maintenance and adjustment of electronic and related equipment;
- Use precision tools skillfully and perform exacting work in the repair and overhaul of audio-visual equipment;
- Operate electronic measuring instruments;
- Keep simple records;
- Follow verbal and written directions;
- Establish and maintain cooperative working relations with students and other staff members.

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Electronics Maintenance :

Experience:

One year of full-time paid experience in the repair and maintenance of audio-visual and electronic equipment.

Education:

Equivalent to completion of the twelfth grade, supplemented by formal courses in electronics theory and practices.

Approved: 7/73

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San Luis Obispo County
Community College District

September 1978

MEDIA PRODUCTION SPECIALIST

DEFINITION

Under general direction of the Director of Library Services, to coordinate and conduct the production and distribution operations of the media services department of the college library and to plan and prepare materials using a wide variety of media including graphics, photography, audio and video production.

EXAMPLES OF DUTIES

Confers with faculty and staff to coordinate the production of audio-visual materials; receives and reviews incoming job orders; sets priorities for work, assigns work, and reviews work in progress; coordinates use of graphic arts in instructional projects; performs general types of photography, sound mixing, and video taping; advises on artistic presentation; performs professional layout and finished art work for a variety of visual arts; maintains camera and other equipment in operating order; operates various makes and types of cameras; processes and develops various types of films including black and white and color slides, reductions or enlargements, overhead transparencies, positive and negative copy; advises on methods of reproduction; maintains records; demonstrates production techniques and methods; trains personnel as assigned; other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

Use and application of a wide variety of instructional media materials used in the learning process;
Photographic and audio techniques, materials and the printing processes and equipment used in commercial art.

Ability to:

Create drawings, illustrative materials, posters and exhibits;
Use a variety of media proficiently;
Plan and schedule work loads;
Train personnel;
Establish and maintain effective working relationships with others.

Experience:

Training in any of the following to equal four years of experience:
Art or closely related fields;
Increasingly responsible experience in the operation and production of a variety of instructional materials and equipment;
At least one year's experience in graphics and photography.

Approved: 9-5-78

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San Luis Obispo County
Community College District

May 1970

LIBRARY CLERK II

DEFINITION

Under general supervision, to perform responsible clerical and subprofessional library work including ordering and cataloging books and other materials; to assist the Head Librarian by performing various secretarial duties and attending to certain administrative details; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class generally serve as the highest level clerical assistant to a professional librarian and assist in the overall operation of a major division of the College Library such as Administration and Public Service or Technical Services. Incumbents are expected to possess a thorough knowledge of and understanding of library principles and practices and to perform difficult subprofessional library work with only limited supervision. Incumbents independently interpret and apply basic College Library policies and procedures, conduct routine correspondence, and may supervise other clerical personnel.

EXAMPLES OF DUTIES

Confers with librarian concerning books to be ordered and assists in determining from which publisher books should be ordered; prepares order cards for books selected for order by librarian; prepares requisitions for books on order and establishes file of cards for books on order; receives books, checks book against order slip and for printing defects; orders Library of Congress cards for new books; supervises student assistants or other clerical personnel engaged in checking lists of publishers for available sources of books, checking teacher requests for books to determine whether books are on file or on order, and arranging new books in alphabetical order; endorses invoices for payment after receipt of books on order; supervises the matching of Library of Congress cards to books on hand and the transfer of order cards from "on order" to in "process file"; catalogs books and other materials and sets up and maintains catalog control files; corresponds with publishers and vendors concerning imperfect books, missing books, or incorrect billings; maintains purchase order and correspondence files; assists in library circulation desk as required.

Receives orders for and obtains and distributes audio-visual materials; collects and returns loaned or rented audio-visual materials; maintains library budget accounts and financial records; orders and receives operating supplies and materials; receives and distributes mail, answers and screens telephone calls, greets and assists visitors, and conducts routine correspondence for the Head Librarian.

Library Clerk II

DESIRABLE QUALIFICATIONS

Knowledge of:

Library terminology and standard library practices and techniques;
General types and uses of library materials;
Standard procedures for processing books for library use;
Office methods and equipment.

Ability to:

Plan and supervise the work of clerical assistants engaged in the ordering and processing of library books and supporting documents;
Perform responsible library clerical work under general supervision;
Learn library classification and cataloging techniques;
Establish and maintain cooperative relationships with students and faculty;
Follow oral and written directions;
Type at a speed of 45 words a minute from clear copy.

Experience:

One year of library clerical experience, preferably including experience in the ordering, receipt, and processing of library books. (Possession of a library technology certificate, or its equivalent and one year of general clerical experience, may be substituted for the required year of library experience.)

Education:

Equivalent to completion of the twelfth grade.

Approved: 5/70

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San Luis Obispo County
Community College District

May 1970

LIBRARY CLERK I

DEFINITION

Under supervision, to do a wide variety of moderately difficult library clerical and subprofessional work; to supervise students performing routine library clerical work; and to do related work as required.

EXAMPLES OF DUTIES

Types book catalog cards, pressure labels, book card jackets, and book cards; pastes card jackets into new books and replaces torn jackets and catalog cards; receives Library of Congress cards, locates books, and processes books or supervises student help engaged in processing books for use in the College Library; checks and corrects Library of Congress catalog cards to show correct information such as publishing date, and author; corrects discrepancies between Library of Congress file cards and library books; assists library patrons in locating books, magazines, periodicals; checks books in and out, collects fines and overdue books, and maintains records of fines collected; sends notices to faculty regarding arrival of books on order; places books on reserve at request; keeps count of general and reserve book circulation; receives and distributes mail; answers telephone; types a variety of forms such as requisitions for supplies, furniture, periodicals, and books; types overdue book notices and library cards for faculty and students; occasionally, types letters and reports; maintains various card files.

DESIRABLE QUALIFICATIONS

Knowledge of:

Modern office methods, equipment and procedures.

Ability to:

Learn library practices and procedures, and the locations of materials in the library;
Learn general library classification and cataloging techniques;
Understand and follow oral and written instructions;
Give assistance to, and deal courteously with students and faculty making use of library facilities;
Perform library clerical work of moderate difficulty without close supervision;
Type at a speed of 40 words a minute from clear copy;
Operate standard office machines.

Library Clerk I

Experience:

One year of general clerical experience, preferably including experience in library clerical work.

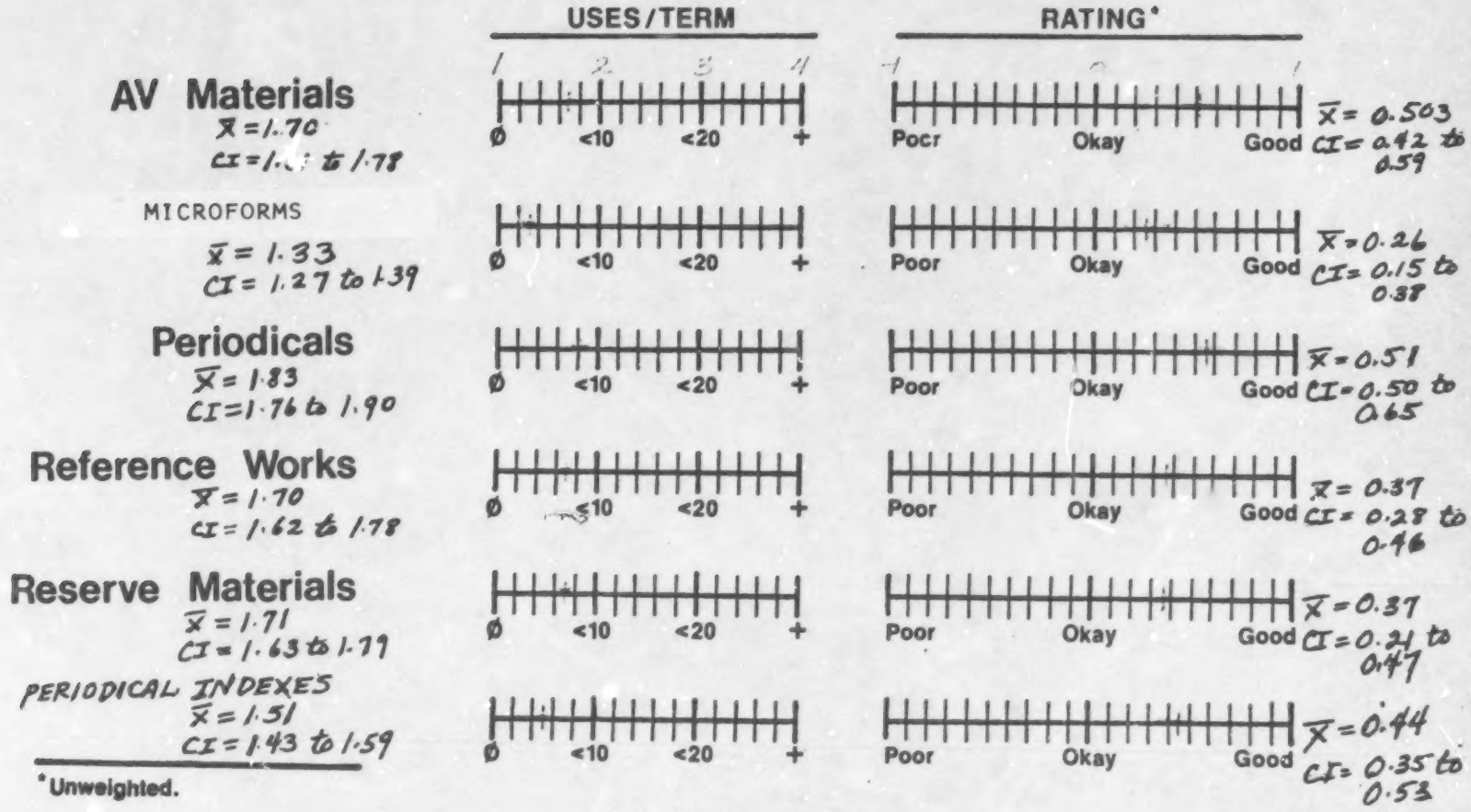
Education:

Equivalent to completion of the twelfth grade.

Approved: 5/70

STUDENT EVALUATION OF SERVICES —

LIBRARY COLLECTION



*Unweighted.

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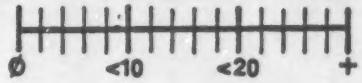
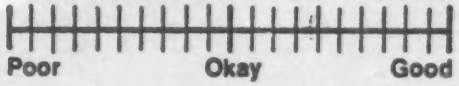
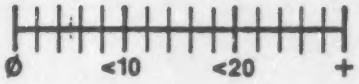
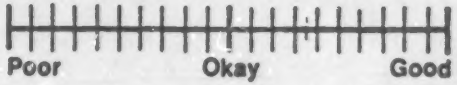
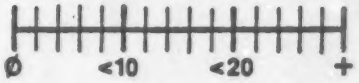
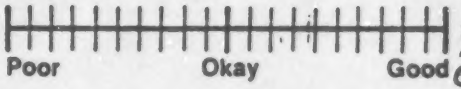
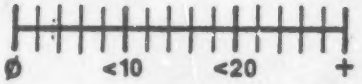
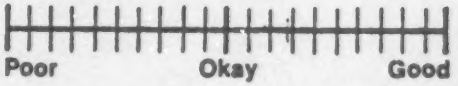
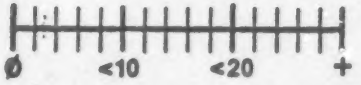
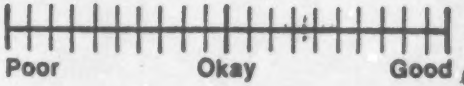
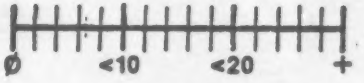
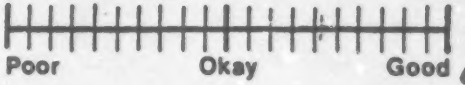
STUDENT EVALUATION OF SERVICES —

	USES/TERM	RATING*
BOOKS FOR CLASS ASSIGNMENTS $\bar{X}$ = 1.92 CI = 1.85 TO 1.99		 $\bar{X}$ = 0.37 CI = 0.28 to 0.46
BOOKS FOR MY ENJOYMENT $\bar{X}$ = 1.51 CI = 1.43 TO 1.59		 $\bar{X}$ = 0.35 CI = 0.25 to 0.45
COURSE TEXTS $\bar{X}$ = 1.54 CI = 1.45 TO 1.63		 $\bar{X}$ = 0.37 CI = 0.27 to 0.47
NEWSPAPERS $\bar{X}$ = 1.38 CI = 1.31 TO 1.45		 $\bar{X}$ = 0.28 CI = 0.18 to 0.40
ENGLISH IA HANDBOOK $\bar{X}$ = 1.27 CI = 1.20 TO 1.34		 $\bar{X}$ = 0.35 CI = 0.21 to 0.47
INFORMATION LIBRARIAN ASSISTANCE $\bar{X}$ = 1.62 CI = 1.54 TO 1.70		 $\bar{X}$ = 0.42 CI = 0.32 to 0.52

*Unweighted.

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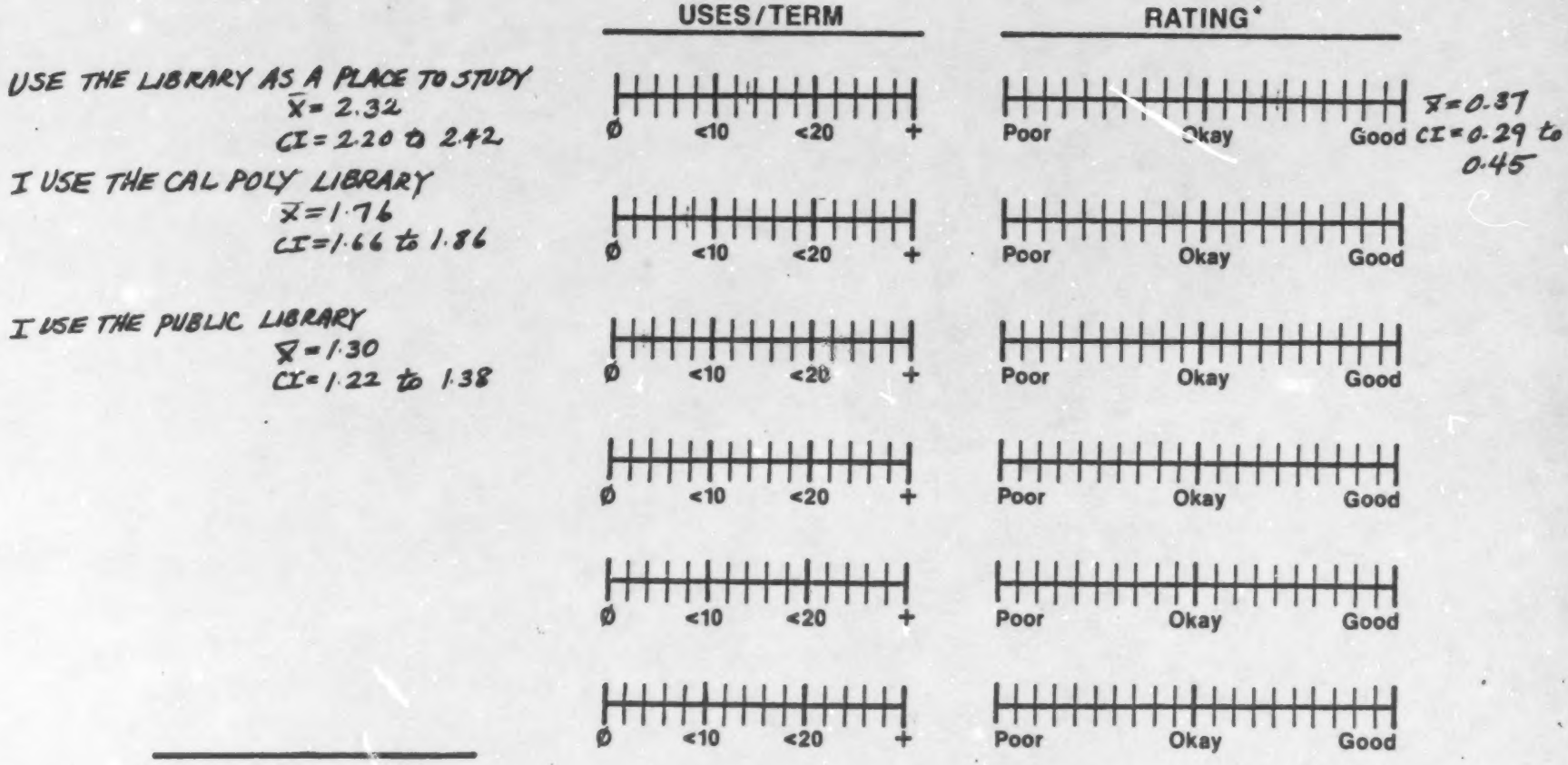
STUDENT EVALUATION OF SERVICES —



*Unweighted.

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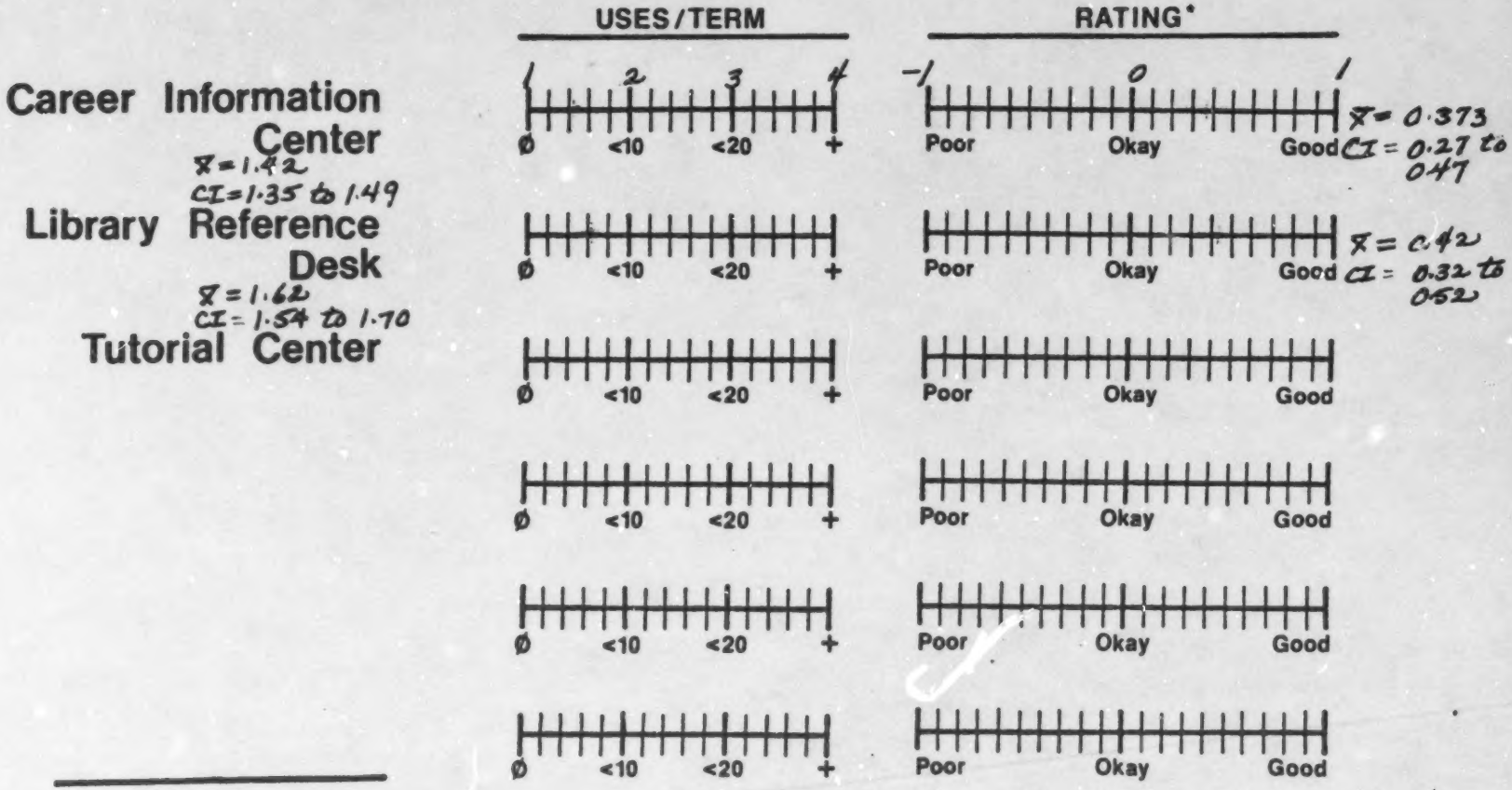
STUDENT EVALUATION OF SERVICES —

GENERAL



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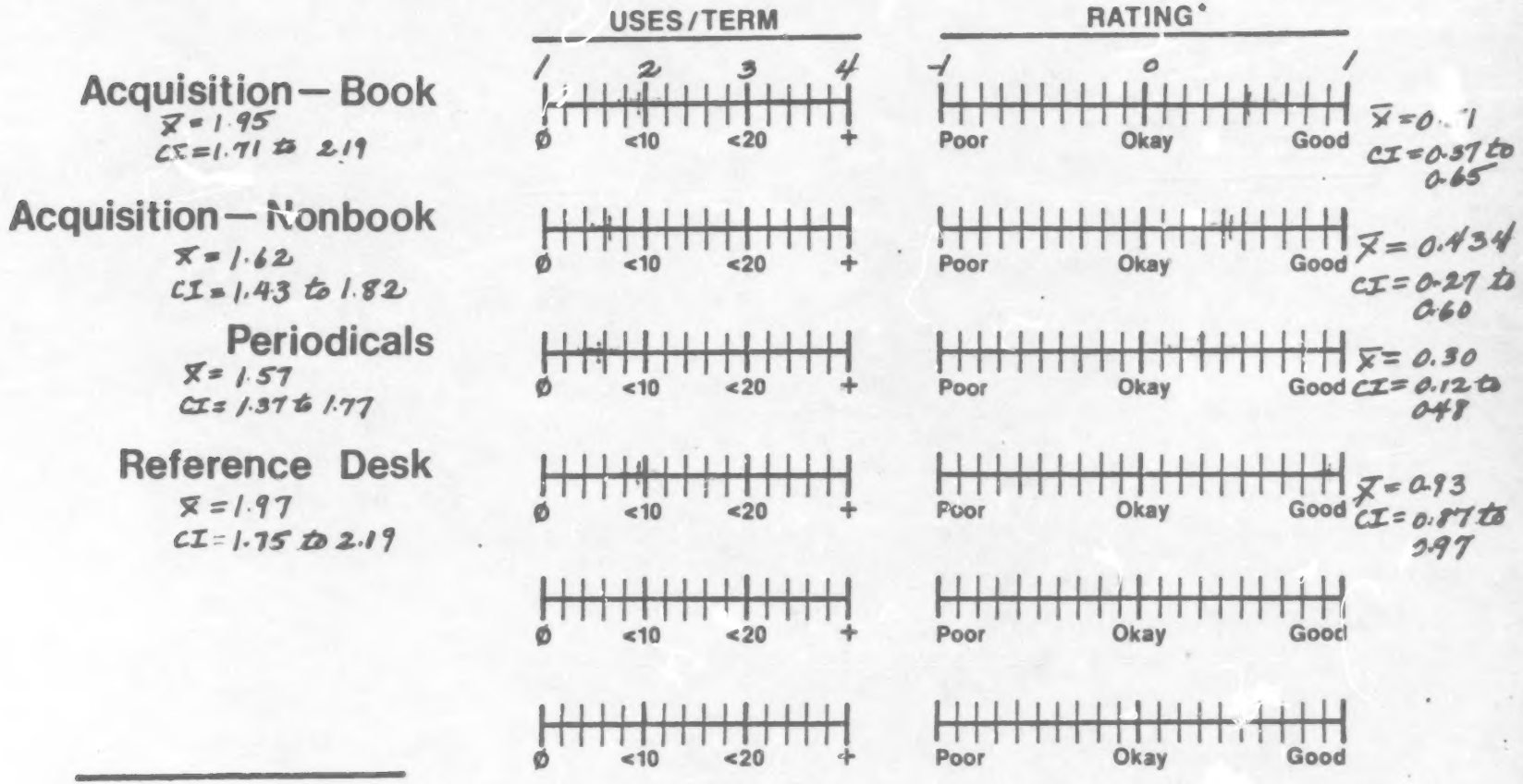
FACULTY EVALUATION OF SERVICES —

LIBRARY SERVICES



*Unweighted.

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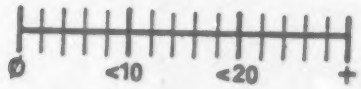
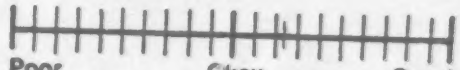
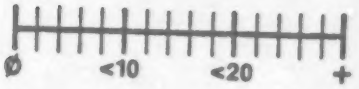
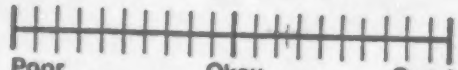
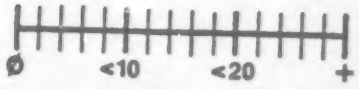
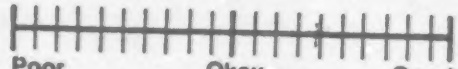
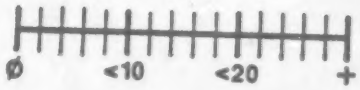
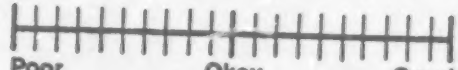
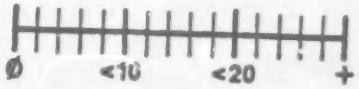
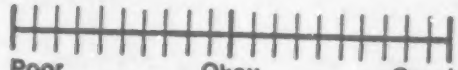
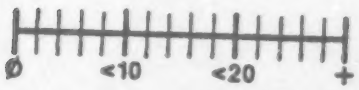
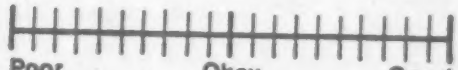
FACULTY EVALUATION OF SERVICES —

	USES/TERM	RATING*
LIBRARY BOOK HOLDINGS $\bar{X}$ = 1.73 CI = 1.46 to 2.00		 $\bar{X}$ = 0.44 CI = 0.28 to 0.60
LIBRARY AUDIOVISUAL HOLDINGS $\bar{X}$ = 1.52 CI = 1.30 to 1.74		 $\bar{X}$ = 0.50 CI = 0.33 to 0.67
OVERALL LIBRARY SERVICES $\bar{X}$ = 2.42 CI = 2.04 to 2.80		 $\bar{X}$ = 0.79 CI = 0.69 to 0.89
		
		
		

*Unweighted.

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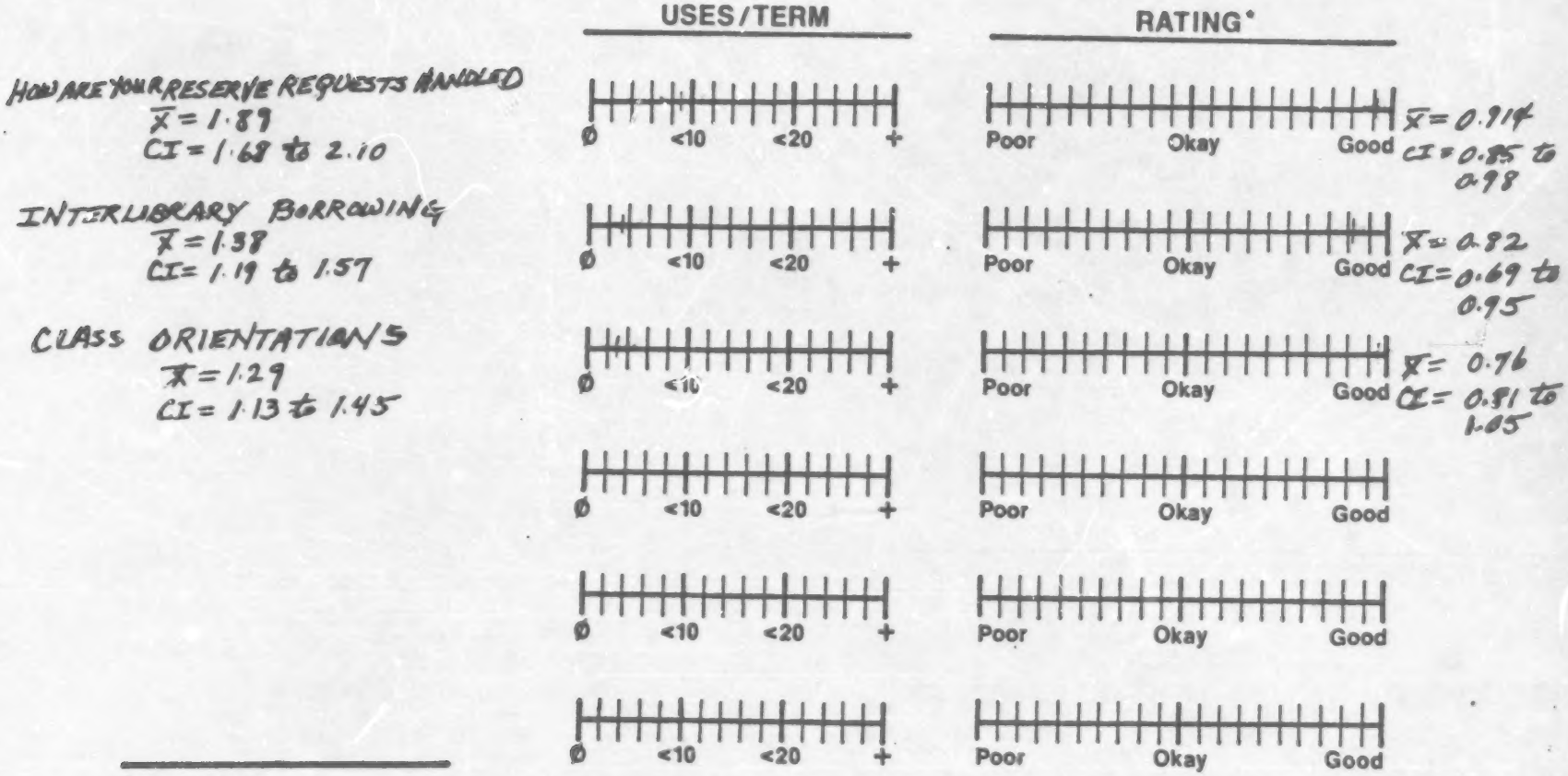
FACULTY EVALUATION OF SERVICES —



*Unweighted.

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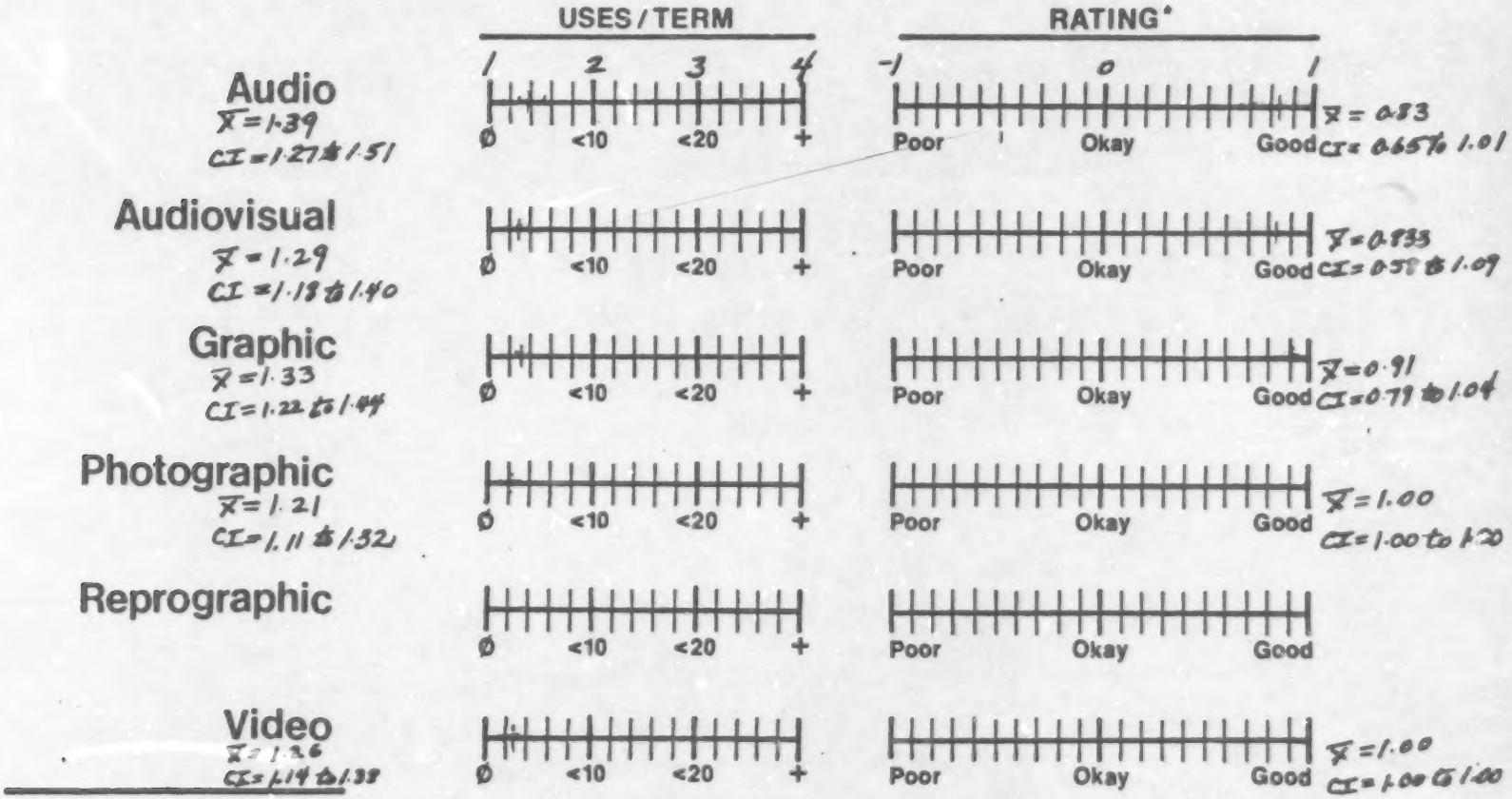
FACULTY EVALUATION OF SERVICES —

PRODUCTION OF MATERIALS



*Unweighted.

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FACULTY EVALUATION OF SERVICES —

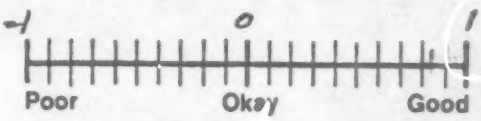
AUDIOVISUAL EQUIPMENT

RATING*

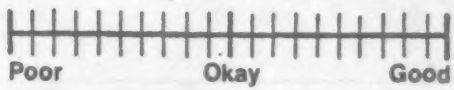
Availability

$\bar{x} = 0.84$

CI = 0.72 to 0.96



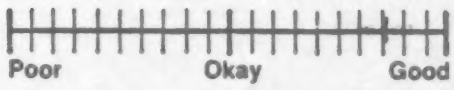
Delivery

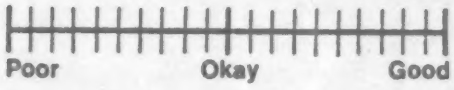


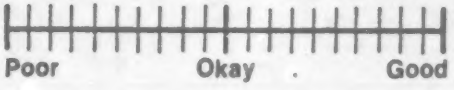
Maintenance

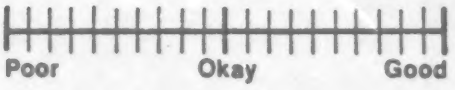
$\bar{x} = 0.71$

CI = 0.59 to 0.83



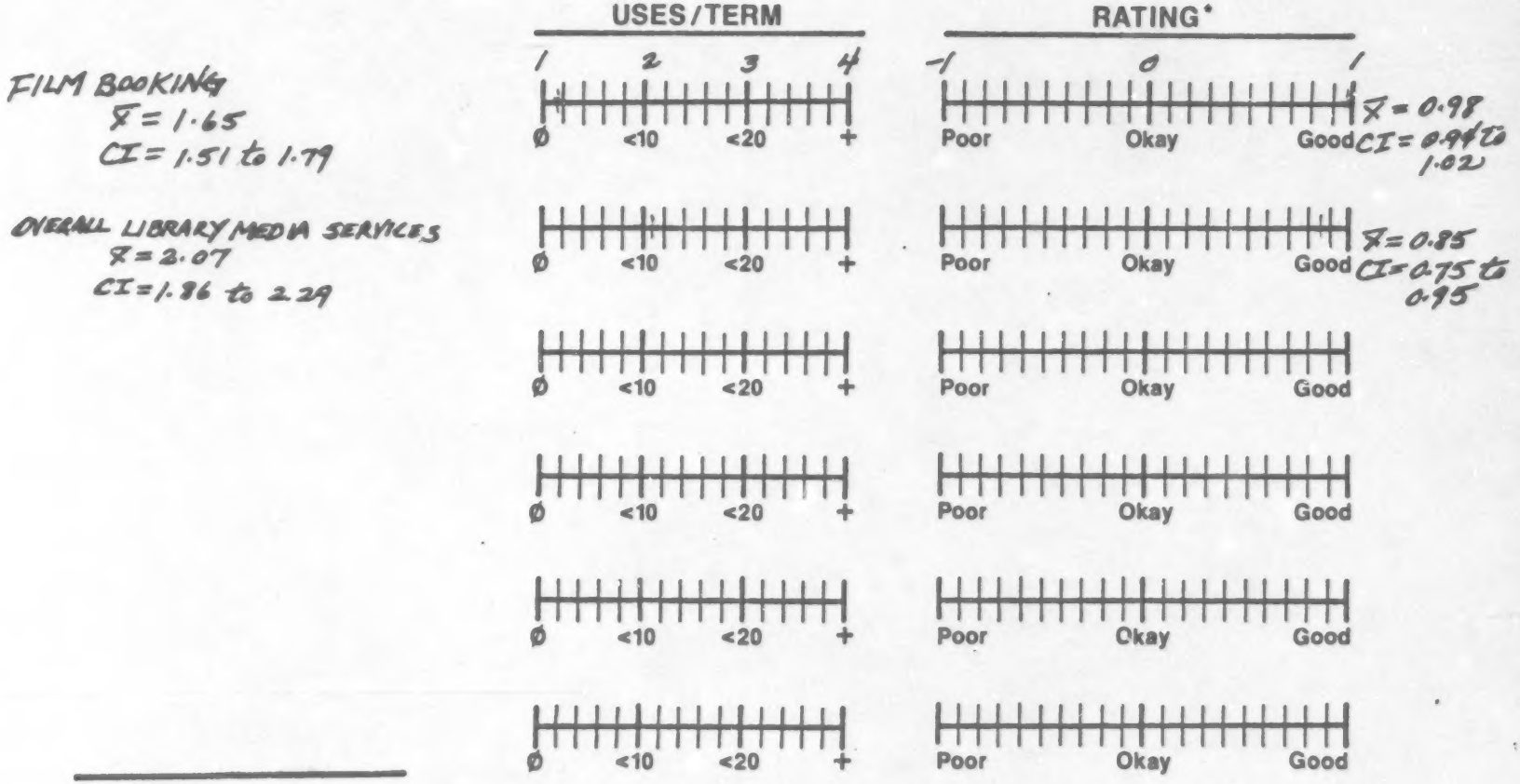






*Unweighted.

FACULTY EVALUATION OF SERVICES —



*Unweighted.

ERIC Clearinghouse for Junior Colleges
JUN 7 1985

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